

**Program:** MIT Online Science, Technology, and Engineering Community (MOSTEC)

**Position:** Student Program Assistant

**Compensation:** \$12.50/hr

### **About the Office of Engineering Outreach Programs (OEOP)**

*The mission of the OEOP is to diversify the science and engineering community by serving students from underrepresented and underserved backgrounds and empowering these students to develop the skills and confidence needed to pursue careers in technical fields. Housed in the MIT School of Engineering, the OEOP provides students with engaging, hands-on curricula within MIT's fast-paced learning environment. The OEOP runs four STEM-based outreach programs that provide rigorous educational opportunities free of charge to approximately 450 highly talented middle and high school students from the Boston area and nationally each year.*

### **SUMMARY**

- Perform project-based activities as described by the Program Coordinator of MOSTEC, including communications, data entry, data analysis, organization, logistics, mailings, event planning, and event implementation
- Assist in the planning and implementation of the MOSTEC Program and the MOSTEC Conference
- Serve as a role model for high school students, especially from underrepresented and underserved backgrounds

### **QUALIFICATIONS**

- Knowledge of how to navigate social and professional online social media
- Strong knowledge of Microsoft Office tools (Excel, Word, etc.)
- Strong data analysis skills
- Strong organizational skills
- Creative and self-motivated
- Strong leadership experience at the academic and/or professional level
- Strong desire to mentor. Mentoring experience preferred, but not required
- Experience searching for articles in journals and periodicals
- Strong written and verbal communication skills

### **COMPENSATION**

- \$12.50/hour for the duration of the program
- Lodging will be provided beginning July 17 through August 6 in an MIT dormitory
- Most meals will be provided between July 30 – August 6 at the MOSTEC Conference



**\*EMPLOYMENT TIMELINE**

<b>Term of Employment</b>	June 12, 2017 – September 3, 2017	2.5 months
<b>Time Commitment</b>		
Pre-Program Planning	June 12, 2017 – June 27, 2017	8 hrs/day
Program & Conference Planning	June 28, 2017 – July 29, 2017	8 hrs/day
MOSTEC Conference	July 30, 2017 – August 6, 2017	8 hrs/day
Wrap-Up	August 7, 2017 – September 3, 2017	5 hrs/day

**Note:** These time commitments are an estimate of the amount of time it takes to complete this job and may vary. Staff may be required to work evenings/weekends, based on need.

**Important Dates**

MOSTEC Staff Training	June 17, 2017	8 hrs
First Day of MOSTEC	June 28, 2017	8 hrs
MOSTEC Conference Prep (On Campus)	July 17 – July 29, 2017	8 hrs/day
MOSTEC Conference Training/Prep	July 30, 2017 – July 31, 2017	8 hrs/day
MOSTEC Conference	August 1, 2017 – August 5, 2017	8 hrs/day
MOSTEC Conference Wrap-Up	August 6, 2017	8 hrs/day
MOSTEC Student Evaluation	August 7 – August 31, 2017	5 hrs/day

*\*Finalized Dates Subject to Change*

**RESPONSIBILITIES**

Administrative/Clerical

- Produce, print, scan, and photocopy documents as needed
- Collect and organize supplies for the MOSTEC Conference
- Assemble and mail/deliver gift bags for guest speakers, funders, staff, etc.

Communication

- Reply to general inquiries sent to [mostec@mit.edu](mailto:mostec@mit.edu) within 24 hours
- Respond to phone inquiries to the MOSTEC line within 24 hours
- Reply to student inquiries that have been forwarded by Online Facilitators within 24 hours
- Assist with MOSTEC student and staff communications by sending emails, faxes, mail, etc., or calling via phone
- Identify and respond to staff needs for information and resources within 48 hours
- Keep all MOSTEC calendars up-to-date (i.e. – events, assignments, etc.) on a weekly basis

Data organization and analysis

- Collect, process, and organize student and staff forms and data
- Assist with analyzing and organizing MOSTEC website usage data
- Assist in the organization and preparation of course materials
- Assist in setting up online course groups and learning tools

### Staff and Student Onboarding

- Assist in the planning and implementation of MOSTEC staff training and student orientation
- Work with MOSTEC Coordinator and Leadership Team to schedule staff shifts and monitor staff reported hours
- Analyze and organize required student and staff forms, and follow up with students and staff as needed if forms are incorrect or missing
- Read weekly staff reports and follow up on any incomplete items

### MOSTEC Program Planning and Implementation

- Assist in the setup of the MOSTEC website
- Assist in the organization and preparation of course materials
- Assist in setting up online course groups and learning tools
- Assist in the scheduling and setup of biweekly MOSTEC webinars
- Form rosters for clusters, project course groups, etc.
- Maintain the student and staff rosters and contact lists
- Set up WebEx meetings for staff, students, and guest speakers as needed
- Conduct walkthrough meetings for webinar guests to show them how to use the webinar interface
- Work with MOSTEC Coordinator and Co-Facilitators to invite and confirm 50+ guest speakers for MOSTEC
- Process media releases and other required forms for MOSTEC guest speakers and volunteers

### MOSTEC Conference Planning and Implementation

- Work with the MOSTEC Coordinator, Leadership Team, and OEOP staff members to plan and implement the MOSTEC Conference
- Assist with designing and implementing the MOSTEC Conference calendar
- Assist with the production and distribution of printed needs for the MOSTEC Conference
- Confirm all student travel information and assist with assembling the transportation schedule
- Organize supplies and work with MOSTEC staff to deliver the supplies to classrooms and labs as needed
- Serve as the point person for event implementation and setup
- Assist with end-of-Conference activities including wrap-up, storage, clean-up, debrief, documentation, and communications

### MOSTEC Conference Residential Advisor

- Keep track of the whereabouts of your cluster students at all times
- Eat 1-2 meals per day with students and participate in social events with students
- Spend the night in your provided MIT dorm room
- Assist in setup, breakdown, and cleanup of events
- Monitor student attendance throughout the conference
- Conduct nightly cluster meetings
- Attend daily MOSTEC staff briefing meetings
- Attend the MOSTEC Symposium and participate in Q&A
- Notify MOSTEC Leadership Team of student misconduct immediately

- Notify MOSTEC Leadership Team (or MIT Police, depending on the severity) of any student or staff emergencies immediately
- Provide a mature influence in the dormitory and at all events
- Arrive on time for assigned shifts and perform required duties
- Complete other tasks as needed

#### Reporting

- Reply within 24 hours to all correspondence from MOSTEC Leadership
- Report to MOSTEC Leadership weekly/monthly
- Complete pre-, mid-, and post-program evaluation surveys
- Complete pre-, and post-Conference evaluation surveys

#### Curriculum Documentation

- Correspond with project course instructors and conference workshop instructors and compile MOSTEC course materials
- Work with MOSTEC Online Facilitators to document best practices for engaging students online

### **WHAT MOSTEC STAFF MEMBERS SHOULD KNOW**

The MOSTEC Student Program Assistant position is roughly a three-month commitment.

MOSTEC has a remote work environment and flexible hours with relaxed supervision. MOSTEC staff must be capable of managing their time and work streams, completing all deliverables, and achieving high-quality results.

MOSTEC staff members are expected to complete their MOSTEC responsibilities in a timely fashion.

MOSTEC staff members are required to report in-person to work for the MOSTEC Conference, which may require time off from work.

MOSTEC requires consistency and effort. MOSTEC staff members are expected to log into MOSTEC on a daily basis to interact with students.

This is a full-time 40-hour per week commitment and other MIT employment may impact eligibility for the job due to potential conflicts.