

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

Position: Conference Workshop Instructor

Compensation: \$ 600

SUMMARY

- Create an open and positive learning environment that encourages students to ask questions and to be an active participant in a workshop
- Develop and administer an engaging, challenging, hands-on curriculum for a 3-hour in-person workshop
- Prepare materials appropriate for active learning for the students
- Document workshop curriculum and participate in program wrap-up

QUALIFICATIONS

- Graduate degree is preferred; Undergraduate degree is required
- Must know the subject in detail and/or work in the field
- Strong background and content base in desired course
- Teaching experience preferred, but not required
- Strong desire to mentor. Mentoring experience preferred, but not required
- Strong written and verbal communication skills

COMPENSATION

- \$ 600 total
- Supply costs will be covered by the OEOP

***EMPLOYMENT TIMELINE**

Term of Employment	July 24, 2017 – August 6, 2017	2 weeks
Time Commitment		
Prep/Pre-Work	July 24 – August 1, 2017	10 hrs/week
Workshop & Wrap-Up	August 2 – August 6, 2017	10 hrs/week

MOSTEC Conference Events (Required)

Welcome Dinner	August 1, 2017	5:30-8 PM
Workshops	August 2, 2017	8:45-11:45 AM, 2:30-5:30 PM

**Finalized Dates & Times Subject to Change*



RESPONSIBILITIES

Curriculum Development

- Develop an engaging, challenging, hands-on workshop curriculum for 15-20 students in a science/engineering topic not commonly taught at the high school level
- Create a description of the workshop
- Create a timeline of activities to be completed in the workshop
- Determine needs for supplies and communicate them to MOSTEC Leadership
- Submit all workshop documentation to MOSTEC at the end of the program

Teaching Responsibilities

- Create an account on the MOSTEC website and submit a video to introduce yourself to the students
- Foster an open and positive learning environment that encourages students to ask questions and to be an active participant in your workshop
- Provide students with encouragement
- Attend staff training

Reporting

- Reply within 24 hours to all correspondence from MOSTEC Leadership
- Report to MOSTEC Leadership throughout the course of the week
- Complete final student evaluations and final survey when they are due
- Submit all course materials by the end of the MOSTEC Program

Other

- Ensure the room used for your workshop is cleaned and returned to its original condition

WHAT MOSTEC STAFF MEMBERS SHOULD KNOW

MOSTEC is a 2 week commitment to prepare and deliver a high quality hands-on workshop to a group of high-achieving high school seniors. Students will be placed in your workshop based on their preference, and there will be an opportunity to discuss an ideal number of students.

Because MOSTEC is primarily online, the in-person workshops during the MOSTEC Conference provide invaluable hands-on experience for our students.

MOSTEC staff members typically have other jobs but must complete their MOSTEC responsibilities in a timely fashion.

Although this is not a full-time job, other concurrent MIT employment may impact eligibility for the job due to potential conflicts.