

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

Position: Online Project Course Instructor

Compensation: \$2,200

SUMMARY

- Create an open and positive learning environment that encourages students to ask questions and to be an active participant in an online course
- Develop engaging, rigorous online curriculum
- Prepare online lessons and materials appropriate for active learning for the students
- Be available on a daily basis for students to ask questions about problem sets, exams, and course concepts
- Document course 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

- \$ 2,200 total
- Per the discretion of the OEOP, travel to/from MIT for the MOSTEC Conference may be provided for staff who are not based in Boston during the time of employment

***EMPLOYMENT TIMELINE**

Term of Employment	May 29, 2017 – August 31, 2017	3 months
Time Commitment		
Prep	May 29, 2017 – June 27, 2017	5-10 hours/week
Training	June 24, 2017	4 hours/day
Project	June 28, 2017 – July 31, 2017	15 hours/week
MOSTEC Conference	August 1, 2017 – August 5, 2017	12 hours
Wrap-Up	August 6, 2017 – August 31, 2017	5-10 hours/week

MOSTEC Conference Events (Required)

Welcome Dinner	August 1, 2017	5:30-8 PM
Project Group Day – Part 1	August 3, 2017	9:30 AM – 1 PM
Project Group Day – Part 2	August 3, 2017	2:30 – 6:30 PM
MOSTEC Symposium	August 4, 2017	9 AM – 3 PM

**Finalized Dates & Times Subject to Change*

RESPONSIBILITIES

Curriculum Development

- Develop engaging online curriculum for students, compatible with MOSTEC's online platform
- Create a syllabus including weekly readings, videos, problem sets, create solution sets, and timelines
- Develop a final project that builds on the work that students are completing throughout the project course
- Develop guidelines for individual presentations to be given during Project Group Day at the MOSTEC Conference
- Submit all course documentation to MOSTEC at the end of the program

Teaching Responsibilities

- Host an introductory webinar at the beginning of MOSTEC
- Foster an open and positive online learning environment that encourages students to ask questions and to be an active participant
- Host online office hours for a minimum of 2 times per week for 2 hours per week where students can ask you questions in real-time
- Answer student questions in your project group within 24 hours
- Make time for each individual student each week to answer questions and give feedback
- Provide students with encouragement
- Attend staff training and weekly staff meetings
- Grade student assignments, record all grades, and provide individual feedback to students for each assignment

MOSTEC Conference

- Attend the MOSTEC Welcome Dinner on Tuesday, August 1, 2017 from 5:30 - 8 PM
- Spend the day at MIT with your project course's group day from 9:30 AM - 6:30 PM on Thursday, August 3, 2017
- Your project group day should include additional hands on activities, guest speakers within the field, and at least two lab tours
- Attend your project group's 60-minute final presentation at the MOSTEC Final Symposium on Friday, August 4, 2017

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

- Be available for tasks and duties for both pre and wrap-up phase of MOSTEC

WHAT MOSTEC STAFF MEMBERS SHOULD KNOW

MOSTEC Academic Phase is 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 typically have other jobs but must complete their MOSTEC responsibilities in a timely fashion.

There are some in-person requirements for the position as well. All MOSTEC Project Course Instructors are required to attend the Welcome Dinner on Tuesday, August 1, 2017 from 5:30 - 8 PM. Instructors are also required to host a Project Group Day at MIT and attend the MOSTEC Final Symposium during the MOSTEC Conference, which may require time off from work.

MOSTEC requires consistency and effort. MOSTEC staff members are expected to log into MOSTEC site frequently throughout the week to interact with students.

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