

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

Position: Online Project Course Instructor (Science Writing)

Salary: \$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 or refine an 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 assignments 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

***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
Wrap-Up	August 1, 2017 – August 31, 2017	5-10 hours/week

**Finalized Dates & Times Subject to Change*

RESPONSIBILITIES

Curriculum Development

- Work with team of Science Writing Instructors to develop or refine an engaging online curriculum for students, compatible with MOSTEC's online platform
- Work with team of Science Writing Instructors to update last year's syllabus as needed, including weekly readings, videos, assignments, and timelines
- Develop a final project that builds on the work that students are completing throughout the project course
- 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

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.

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.