Program: Minority Introduction To Engineering and Science (MITES)
Position: Instructor (Part-Time; 24hr/wk)
Employment Timeline: Late June- August (~8 weeks)

POSITION OVERVIEW:

The MIT Office of Engineering Outreach Programs (OEOP) in the School of Engineering boasts a 40+ year history of providing engaging and rigorous science and engineering education enrichment for 350 middle and high school students from our local community and across the country. Our mission focuses on making science and engineering careers more accessible to students from underserved and underrepresented communities. Minority Introduction to Engineering and Science (MITES) is a rigorous six-week residential academic enrichment program for rising high school seniors – many of whom come from underrepresented or underserved communities – who have a strong academic record and are interested in studying and exploring careers in science and engineering.

The MITES Instructor plays a critical role in working towards the program’s goal of developing a cohort of “thinking minds” equipped to be successful in technical fields and at the country's top colleges and universities. With the assistance of a Teaching Assistant (TA), the Instructor is responsible for creating and implementing all course curriculum related to a particular college level course (2-3 times per week). Instructors will maintain an open and positive learning environment and prepare interactive lessons and course materials that promote active learning and challenge all students. Throughout the program, instructors are expected to assess student performance/academic needs and provide resources to help promote student’s success. At the end of the program, instructors will document course materials and write narrative evaluations of each student. Instructors provide guidance and mentorship, playing a critical role in each student’s experience.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Instructional

- Prepare and implement interactive lessons for class that promote active learning by the students.
- Include at least one hands on and active project/experiment weekly.
- Prepare and assign weekly problem sets, solution sets, exams, and other class materials.
- Create an open and positive learning environment that encourages students to ask questions and to be active participants.
- Set and hold students accountable to classroom values and expectations.
- Communicate expectations and division of course-related tasks with TA. Provide course TA the necessary materials/information to support student learning.
- Provide students with the resources and guidance necessary for learning the fundamental concepts in their course.
- Collect feedback from students and teaching assistants throughout program to assess effectiveness in classroom.
- Assess student ability and growth in order to challenge and support each student academically.
- Prior to start of program, create and submit a syllabus and supply request to OEOP office.
- Be available via email to answer questions regarding course material.
- Complete final evaluations, and a final survey within a month of program ending unless otherwise specified by MITES Leadership team.
- In collaboration with TA, track of student performance and concerns.
- In collaboration with TA, document and submit all course materials to the OEOP.
Administrative and Programmatic

- Help foster a supportive, safe, and inclusive environment that builds a sense of community and belonging among program participants.
- Participate in mandatory staff meetings, trainings, and a few special events.
- Serve as a positive role model for the students by upholding programmatic and institutional policies, community values, and staff code of conduct.
- Assist in holding participants accountable to meeting program expectations/processes and Institute guidelines for programs with minors.
- Mentor students and provide advice about successfully navigating MITES experience. Providing guidance about the college admissions process and being a student at a university is highly encouraged.
- Help implement student support and improvement plans and check-in with students around their performance.
- Report urgent or sensitive student concerns immediately to MITES Leadership. Assist with urgent matters concerning program participants as needed. Inform MITES Leadership of key incidents regarding students’ well-being within 24 hours of observation.
- Reply in a timely fashion to correspondence from MITES Leadership team.
- Identify and respond to students’ needs for information, especially in regards to student concerns promptly.
- Complete pre-, mid-, and post-program evaluation surveys on program experience.

Perform other tasks as needed

QUALIFICATIONS AND SKILLS:

- Bachelor’s degree required; graduate degree preferred.
- Demonstrated understanding and commitment to diversity, equity, and inclusion, including supporting students with intersecting marginalized identities.
- Detailed knowledge and strong background in field related to course.
- Ability to work part-time schedule of at least 24 hours per week, including a few events that may fall outside of the typical weekly class schedule and on a weekend/evening. Other MIT employment may impact eligibility for the job due to potential conflicts.
- Strong desire to mentor and teach. Teaching experience preferred, but not required.
- Experience with high-achieving students from diverse backgrounds preferred.
- Excellent written and verbal communication skills.
- Position requires satisfactory completion of background check.

The MIT Office of Engineering Outreach Programs adheres to MIT’s nondiscrimination policy: the Massachusetts Institute of Technology is committed to the principle of equal opportunity in education and employment. The Institute prohibits discrimination against individuals on the basis of race, color, sex, sexual orientation, gender identity, pregnancy, religion, disability, age, genetic information, veteran status, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and other Institute administered programs and activities; the Institute may, however, favor US citizens or residents in admissions and financial aid.

To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.