Program: Minority Introduction To Engineering and Science (MITES)
Position: Non-Residential Teaching Assistant (Part-Time; ~20hr/wk)
Employment Timeline: Late June-Early August (~7 weeks)
Compensation: $12.75/hr (Some meals provided)

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 Non-Residential Teaching Assistant assists the Instructor in implementing curriculum for a specific college-level course through participating in classes, leading recitation and office hours, tutoring students, grading, and tracking/reporting on student performance and attendance. The Non-Residential Teaching Assistant fosters a supportive, safe, and inclusive learning environment. The Non-Residential Teaching Assistant communicates and meets regularly with a collaborative team to ensure the wellbeing and success of program participants. Teaching Assistants provide guidance, mentorship and play a critical role in each student’s experience.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Administrative and Programmatic

- Help foster a supportive, safe, and inclusive environment that builds a sense of community and belonging among program participants.
- 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 the 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 well-being.
- Participate in mandatory staff meetings, trainings and a few special events.
- Keep the MITES Leadership team informed of key incidents within 24 hours of occurrence. Report urgent or sensitive student concerns immediately to MITES Leadership. Assist with urgent matters concerning program participants as needed.
- 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.
- Submit timesheets on a weekly basis.

Academic

- Assist instructor with the implementation of a specific college-level course. This includes
supporting the instructor during class and in preparation for course execution

- Grade homework and exams, create solution sets, collect and distribute class materials, track student performance and class attendance.
- Communicate academic notes and progress of individual students to assigned instructor regularly for use in end of program student evaluation
- Plan and lead weekly recitation and office hours
- Be available for individual tutoring sessions as assigned/approved
- In collaboration with instructor, document and submit all course materials
- As needed, meet with students to discuss strategies to support their academic success

Perform other duties as assigned

QUALIFICATIONS AND SKILLS:

- One year college-level coursework; upperclassmen preferred.
- Strong background and content base in desired course.
- Ability to work part-time schedule of ~20 hours per week (some shifts may take plan on a weekend/evening). Other MIT employment may impact eligibility for the job due to potential conflicts.
- Strong desire to teach and mentor. Teaching/Mentoring experience preferred, but not required.
- Demonstrated understanding and commitment to diversity, equity, and inclusion, including supporting students with intersecting marginalized identities. Ability to teach multiple courses preferred.
- Solution-oriented, flexible and self-motivated.
- Strong interpersonal and 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.