**Program:** Minority Introduction To Engineering and Science (MITES)
**Position:** Co-Facilitator (Full-Time; 40hr/wk; Residential)
**Employment Timeline:** Mid-June-Early August (~7 weeks; potential remote work prior to this time)
**Compensation:** $15/hr (Most meals and lodging 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 Co-Facilitator acts as the main point of contact for Teaching Assistant (TA) staff and facilitates communication among TAs, the MITES Administrator and students. The Co-Facilitator provides a mature and positive influence for both students and TA staff. The Co-Facilitator helps to foster a supportive, safe, and inclusive environment for students and staff. Under the direction of the MITES Program Administrator, the Co-Facilitator works collaboratively to ensure that participants and TAs are meeting expectations and Institute guidelines for programs with minors. The Co-Facilitator assists the Program Administrator and Program Assistant with the planning and implementation of program activities and events, providing both administrative and programmatic support, including photocopying, mailings, communicating with students and staff, and other programmatic projects as needed. The Co-Facilitator will also assist with urgent and time-sensitive issues concerning students and staff as needed. The Co-Facilitator provides guidance and mentorship and plays a critical role in the success of the experience for both students and staff.

**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 and TAs accountable to meeting program expectations/processes/codes of conduct 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 well-being.
- Assist the Program Administrator with the planning and implementation of staff training
- In collaboration with Program Administrator, lead or facilitate weekly staff meetings
- 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

Logistical
- Act as a main point of contact for TA staff. This includes both formal and informal meetings individual meetings with TAs to check in throughout the program. Provide TAs/students with informal and formal updates.
- Assist with creating and maintaining the files, tools, and processes necessary for implementing MITES calendar and communicating with staff and students.
- In collaboration with the Program Administrator, create and communicate TA shifts.
- In collaboration with the Program Administrator and Program Assistant, lead planning for student travel and activities, including arrival to and departure from the program as well as field trips.
- Create and maintain program rosters for students and staff as needed, including course rosters, housing rosters, and travel rosters.
- Assist with documentation and processing student documents.
- Provide clerical support, including photocopying, file creation and organization.
- Assist with the planning and execution of programmatic activities, including courses, field trips, meetings, staff training, workshops, and special events.

Residential
- Assist with supervising students (on campus, in dorms, at events, etc.)
- Prompt regular attendance checks and ensure safety and timeliness of students and staff
- Establish a rapport and personal connection with students and TAs
- Develop and maintain effective working relationships with other students/staff in the dorm (including House Masters, House Manager and MIT students in the dorm)
- In collaboration with other MITES staff, plan and implement social, educational and recreational activities and special events.

Perform other duties as assigned

QUALIFICATIONS AND SKILLS:
- Two years college-level coursework; upperclassmen and recent graduates preferred.
- Ability to work full-time schedule of at least 40 hours per week. Other MIT employment may impact eligibility for the job due to potential conflicts.
- Demonstrated understanding and commitment to diversity, equity, and inclusion, including supporting students with intersecting marginalized identities. Must be available to work shifts on weekends and on evenings.
- Strong desire to mentor and lead. Leadership/Mentoring experience preferred.
- Ability to maintain confidential information and high level of professionalism.
- Strong interpersonal and communication skills.
- Self-motivated and willing to take on additional responsibilities as needed
- Solution-oriented and flexible
- Strong attention to details and organizational skills.
- Candidates with previous experience working in OEOP programs are encouraged to apply.
- 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.