



## **RESPONSIBILITIES**

### **Teaching Assistant**

- Assist instructor with the implementation of lesson plans for a specific college-level engineering project course
- Assist instructor with additional instructional responsibilities, including grading papers, creating solution sets, preparing class materials and props, collecting and distributing class materials, and being a liaison between instructor and students
- Tutor and host office hours for 1 to 3 hours nightly for students in specific engineering project course
- Actively participate and support the instructor in class

### **Mentor**

- Spend informal time with students; socialize with students in the dorm and during other programmatic activities (meals, etc.)
- Identify and respond to students' needs for information, especially in regards to student concerns within 24 hours of occurrence
- Provide a mature and positive influence for students
- Counsel students and provide advice about college, career, and next steps if asked

### **Residential Counselor**

- Perform daily check-ins with assigned cluster students
- Establish a rapport and personal connection with all students, particularly those within assigned cluster
- In collaboration with E2@MIT Administrative staff, provide social, educational, and recreational activities (e.g. study breaks and "issues"-oriented discussions)

### **Reporting**

- Reply in a timely manner to all correspondence from E2@MIT Administrative staff
- Keep the E2@MIT Administrative Staff informed of major/significant incidents taking place at the dorm and in the class within 24 hours of occurrence
- Report urgent or sensitive student concerns immediately to E2@MIT Administrative staff
- Complete post-program evaluation surveys on program experience
- Communicate academic notes and progress of individual students to assigned instructor regularly for use in end of program student evaluation

### **Other**

- Collaborate with instructor to document all lesson plans and materials used during throughout the course and submit to E2@MIT Administrative staff at the end of the program
- Perform other duties as assigned

## **WHAT E2@MIT STAFF MEMBERS SHOULD KNOW**

You will play a critical role in each student's experience. The E2@MIT students will look to you for guidance, mentorship, and friendship. Their lasting memories about the E2@MIT Program will largely be based on their daily interactions with you.

This is a time-consuming position that takes up days, nights, and weekends. The job requires true commitment, but it is also lots of fun and very rewarding!