

Program: Minority Introduction to Engineering and Science (MITES)
Position: Instructor –Non-residential **Salary:** Starting at \$23/hr



About the Office of Engineering Outreach Programs (OEOP)

The mission of the OEOP is to diversify the science and engineering community by serving students from underrepresented and underserved backgrounds and empowering these students to develop the skills and confidence needed to pursue careers in technical fields. Housed in the MIT School of Engineering, the OEOP provides students with engaging, hands-on curricula within MIT's fast-paced learning environment. The OEOP runs four STEM-based outreach programs that provide rigorous educational opportunities free of charge to approximately 450 highly talented middle and high school students from the Boston area and nationally each year.

SUMMARY

- Create and maintain an open and positive learning environment in collaboration with TA
- Prepare and teach interactive lessons for class that promote active learning by all students
- Be available for student questions and concerns as needed
- Prepare, assign, and document course materials
- Meet regularly with TA and MITES Leadership staff to discuss student performance
- Provide students with the resources and guidance necessary for learning the fundamental concepts in their course
- Assess student ability and growth to meet and support each student academically
- Complete narrative evaluations of each student at end of the program

QUALIFICATIONS

- Bachelor's degree required; graduate degree preferred
- Detailed knowledge and strong background in field related to course
- Strong interest and relevant experience in engineering field related to course
- 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

COMPENSATION

- Starting at \$23/hr or \$4,416 for the duration of the program

***EMPLOYMENT TIMELINE**

Term of Employment June 5, 2017 – August 31, 2017

Time Commitment

Pre-Program Planning/Training	June 5, 2017 – June 9, 2017	
Program Dates	June 10, 2017 – July 21, 2017	
Wrap-Up	July 22, 2017 – August 31 2017	Flexible, Part-Time

Note: Instructors may be asked to attend 2-3 required events and meetings that fall outside of the typical weekly class schedule. These dates will be shared before the start of the program.

**Finalized Dates Subject to Change*

RESPONSIBILITIES

In-Class

- Prepare and implement interactive lessons for class that promote active learning by the students
- Create an open and positive learning environment that encourages students to ask questions and to be active participants
- Include at least one hands on and active project/experiment weekly
- Build rapport with students and create a sense of community
- Prepare and assign weekly problem sets, solution sets, exams, and other class materials
- Create and submit supply and materials list for approval in advance of program start date
- Provide course TA the necessary materials/information to support student learning

Out-Of Class

- Be available at least on days when you are teaching and day prior to exam for students to ask questions regarding course material
- Provide students with emotional support and encouragement
- Attend staff trainings, regular staff meetings, and MITES special events

Communication and Reporting

- Maintain ongoing communication with MITES Leadership staff to create strategies that promote the OEOP's mission, vision and goals
- Complete final evaluations, and final survey within a month of program ending unless otherwise specified by MITES Leadership team
- Help keep an open line of communication between students, TA staff, and MITES leadership team
- Communicate, with TA and MITES Leadership team, expectations and division of course-related tasks with TA
- Work with TA to keep track of student performance and concerns

Curriculum Documentation

- Document all lesson plans and materials used during the summer and work with TA to submit to the MITES Leadership team at the end of program

Perform other tasks as needed

WHAT MITES STAFF MEMBERS SHOULD KNOW

MIT's Office of Engineering Outreach Programs is seeking instructors to help support the students and the execution of the Minority Introduction to Engineering and Science at MIT (MITES) Program. This program's goal is to develop a cohort of "thinking minds" equipped to successfully major in technical disciplines.

As an MITES instructor, you will play a critical role in each student's experience. The MITES students will look to you for guidance, mentorship, and friendship. Their lasting memories about the MITES Program will largely be based on their daily interactions with you. This is a time-consuming position. The job requires true commitment, but it is also lots of fun and very rewarding!

Although this is not a full-time commitment, other concurrent MIT employment may impact eligibility for the job due to potential conflicts.