

**Program:** MIT Online Science, Technology, and Engineering Community (MOSTEC)

**Position:** Co-Facilitator

**Salary:** \$15/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**

- Blogger or Content Facilitator responsibilities (see job description)
- Provide a mature and positive influence for students and TA staff online and during the conference
- Work with MOSTEC Program Coordinator and other Co-Facilitator to lead MOSTEC staff and manage students
- Serve as a main point of contact for TA staff through the entire program; facilitate communication among TA staff and MOSTEC leadership team
- Assist in data collection and analysis via Microsoft Excel, Google Analytics, surveys, etc.
- Assist in all MOSTEC logistics, including MOSTEC Conference planning and implementation and other MOSTEC administrative duties
- Serve as professional role model for students and staff in remote and in person environments

### **QUALIFICATIONS**

- Must be at least a college sophomore; preference will be given to upper classmen
- Knowledge of how to navigate social and professional online social media
- Strong knowledge of Microsoft Office (Excel, Word, etc.)
- Strong organizational skills
- Creative and self-motivated
- Demonstrated ability o maintain confidential information
- Strong leadership experience at the academic and/or professional level
- Strong desire to mentor. Mentoring, Teaching or Management experience preferred, but not required
- Experience seeking and identifying articles in journals and periodicals
- Strong written and verbal communication skills



**COMPENSATION**

- \$15/hr for the duration of the program
- Meals and lodging will be provided during the MOSTEC Conference at MIT
- Per the discretion of the OEOP, travel to/from MIT for the MOSTEC Conference may be provided for staff who are not based in Boston during the time of employment

**\*EMPLOYMENT TIMELINE**

<b>Term of Employment</b>	May 1, 2017 – January 20, 2018	38 weeks
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**Time Commitment**

Training for Head Facilitators	May 1, 2017	6 hrs/day
Prep for MOSTEC	May 2, 2017 – June 16, 2017	6 hrs/week
Training for MOSTEC staff	June 17, 2017	6 hrs/day
Prep Phase	June 18, 2017 – June 27, 2017	8 hrs/week
Program Dates	June 28, 2017 – January 13, 2018	8 hrs/week
Final Webinar	January 13, 2018	1.5 hrs
Wrap-Up	January 14, 2018 – January 20, 2018	8 hrs/week

**Important Dates (Must attend in-person)**

MOSTEC Conference Training/Prep	July 30, 2017 – July 31, 2017	6 hrs/day
MOSTEC Conference	August 1, 2017 – August 5, 2017	8 hrs/day + dorm duty
MOSTEC Conference Wrap-Up	August 6, 2017	6 hrs/day

*\*Finalized Dates Subject to Change*

**RESPONSIBILITIES**

**Co-Facilitator**

- Under guidance of the MOSTEC Program Coordinator and in partnership with Co-Facilitator, manage up to 15 MOSTEC staff members
- Assist in the preparation and implementation of MOSTEC staff training
- Schedule and lead weekly MOSTEC virtual staff meetings
- Keep all MOSTEC calendars up-to-date (i.e. – events, assignments, etc.) on a weekly basis
- Collect and read weekly updates from MOSTEC staff
- Assist with managing and analyzing MOSTEC student and website data
- Work with MOSTEC Coordinator to invite and confirm 50+ guest speakers for MOSTEC
- Assist in scheduling and conducting MOSTEC webinars
- Post a blog entry at least once a month
- Work with MOSTEC Coordinator and OEOP staff members to plan and implement the MOSTEC Conference
- Reply to general inquiries sent to [mostec@mit.edu](mailto:mostec@mit.edu) within 24 hours
- Reply to student inquiries that have been forwarded by Online Facilitators within 24 hours
- Identify and respond to staff needs for information and resources within 24 hours



## **Mentor**

- Establish a general rapport with all ~150 MOSTEC students over the 6 month program
- Be available to students during “peak” times, such as MIT application deadlines in late October and late December
- Identify and respond to student needs for information and resources within 24 hours
- Be knowledgeable about, and make students aware of, MOSTEC policies and procedures
- Keep the MOSTEC Administrative Staff informed of key incidents taking place on the MOSTEC site, and problems with students requiring follow-up within 24 hours
- Provide a mature influence in the online setting
- Periodically attend various cluster meetings to ensure quality

## **Residential Advisor (during MOSTEC Conference)**

- Keep track of the whereabouts of your cluster students at all times
- Eat 2-3 meals per day with students and participate in social events with students
- Spend nights in your provided MIT dorm room
- Assist in setup, breakdown, and cleanup of events
- Monitor student attendance throughout the conference
- Conduct nightly cluster meetings
- Arrive on time for assigned shifts and perform required duties
- Lead daily MOSTEC staff briefing meetings in collaboration with the other Co-Facilitator and the MOSTEC Program Coordinator
- Attend the MOSTEC Symposium and participate in Q&A
- Notify MOSTEC Leadership Team of student misconduct immediately
- Notify MOSTEC Leadership Team (or MIT Police, depending on the severity) of any student or staff emergencies immediately
- Provide a mature influence in the dormitory and at all events
- Complete other tasks as needed

## **Reporting**

- Reply within 24 hours to all correspondence from MOSTEC Leadership
- Report to MOSTEC Leadership weekly/monthly
- Complete pre-, mid-, and post-program evaluation surveys
- Complete pre-, and post-Conference evaluation surveys

## **Curriculum Development and Documentation**

- Keep a list of the videos, articles, and other resources that you have shared on MOSTEC and their respective discussion questions, including dates when these items were posted

## **WHAT MOSTEC STAFF MEMBERS SHOULD KNOW**

MOSTEC Co-Facilitator is a 38-week commitment, about 9 months.

MOSTEC has a remote work environment and flexible hours with relaxed supervision. MOSTEC staff must be capable of managing their time and work streams, completing all deliverables, and achieving high-quality results.

MOSTEC staff members typically have other jobs but must complete their MOSTEC responsibilities in a timely fashion.



MOSTEC

MOSTEC staff members are required to report in-person to work for the MOSTEC Conference, which may require time off from work.

MOSTEC requires consistency and effort. MOSTEC staff members are expected to log into MOSTEC on a daily basis to interact with students.

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