

RESPONSIBILITIES

Programming

- Assist E2@MIT Administrative staff with supervising students as needed
- Assist E2@MIT Administrative staff with the implementation of programmatic activities, including escorting students, meal setup and cleanup, and other activities as needed
- Collaborate with E2@MIT Program TA's to plan and implement a Design Challenge for E2@MIT students

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 with regard 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 as able

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

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!