



Program: Minority Introduction To Engineering and Science (MITES)

Position: Co-Facilitator-Residential

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

- Act as main point of contact for TA staff; facilitate communication among TA staff and MITES Leadership team
- Assist with supervising students while on campus including while in dorms and during events
- In consultation with program coordinator, assist in leading MITES TA staff
- Provide a mature and positive influence for students and TA staff
- Help foster a supportive, safe, and positive environment for students and staff
- As part of the MITES leadership team, ensure that students and staff meet program expectations and that proper administrative, residential and academic processes are followed
- Perform program-based activities under the direction of the Program Coordinator of MITES, including photocopying, filing, mailings, communicating with students and staff, and other programmatic projects as needed
- Assist with urgent and time-sensitive issues concerning students and staff as needed

QUALIFICATIONS

- Must be at least a college sophomore; Bachelor's Degree Preferred.
- Strong desire to mentor. Mentoring or management experience preferred, but not required
- Self-motivated and willing to take on additional responsibilities as needed
- Solution-oriented and flexible
- Demonstrated ability to maintain confidential information and remain professional during sensitive situations
- Ability to multi-task and anticipate needs
- A demonstrated ability to complete detailed projects successfully
- Strong organizational, administrative, interpersonal, and communication skills
- Candidates with previous experience working in OEOP programs are encouraged to apply

Leadership and Mentoring

- Act as main point of contact for TA staff; facilitate communication among TA staff and MITES Leadership team
- Identify and respond to student and TA needs for information, especially in regards to concerns within 24 hours of occurrence
- In collaboration with the rest of the MITES leadership team, ensure that students and staff meet program expectations and that proper administrative, residential and academic procedures are followed
- Provide a mature and positive influence for students and TA staff
- Help to build a sense of community among students and TAs
- Counsel students and staff and provide advice about successfully navigating MITES experience

Resident Counselor and Student Supervision

- Prompt regular attendance checks and ensure safety and timeliness of students and staff
- Help foster a supportive, safe, and positive environment for students and staff
- Assist with supervising students when on campus, dorms or events
- Establish a rapport and personal connection with students and TA staff
- Develop effective working relationships with House Masters, House Manager and MIT students in the dorm.
- Attend seminars, field trips, dinner, and other events with the students as needed

Communication and Reporting

- Reply day-of to all correspondence from rest of MITES Leadership Team, Keep open line of communication with MITES Program Coordinator
- Immediately report major incidents to Program Coordinator and Manager of Programs
- Help to lead regular meetings with instructional staff
- Attend additional meetings with MITES Leadership Team
- Monitor and reply to TA group communications
- Help implement student improvement plans and check-in with students
- Help keep an open line of communication between students, TA staff, and MITES leadership
- Complete pre, mid-, and post-program evaluation surveys on program experience
- Provide Teaching Assistants and Students with updates via informal communications and weekly update emails
- In collaboration with Program Coordinator, implement both informal and formal check-ins with TA staff to give and receive feedback

Other

- As part of the MITES Leadership team, assist with urgent matters concerning students and staff as needed
- Assist Program Coordinator with the planning and implementation of staff training
- Perform other duties as assigned

WHAT MITES STAFF MEMBERS SHOULD KNOW

As a member of the MITES staff, 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.

Although provisions are made for time off, hours for MITES staff are often irregular and as such, MITES staff may not have responsibilities that require them to be away on weekends. 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!

This is a full-time 40 hour per week commitment and other MIT employment may impact eligibility for the job due to potential conflicts.