

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

**Position:** Online Facilitator (OF) – Blogger

**Salary:** \$12.50/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**

- Mentor a cluster of up to 15 high school seniors, facilitating educational and social interactions
- Blog weekly or biweekly on various topics related to STEM and how STEM relates to social issues, college admissions, and self-efficacy
- Develop and implement a calendar of weekly blog prompts for students and staff
- Assist in the implementation of the MOSTEC Conference during the summer

**QUALIFICATIONS**

- Must be at least a college freshman; preference will be given to upper classmen
- Knowledge of how to navigate social and professional online social media
- Creative and strongly self-motivated
- Strong desire to mentor. Mentoring experience preferred, but not required
- Experience seeking and identifying articles in journals and periodicals
- Demonstrated success managing one’s own time in a flexible remote setting
- Strong written and verbal communication skills

**COMPENSATION**

- \$12.50/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>	June 17, 2017 – January 20, 2018	31 weeks
<b>Time Commitment</b>		
Training	June 17, 2017	6 hrs/day
Prep Phase	June 18, 2017 – June 27, 2017	4-6 hrs/week
Program Dates	June 28, 2017 – January 13, 2018	4-6 hrs/week
Final Webinar	January 13, 2018	1.5 hrs
Wrap-Up	January 14, 2018 – January 20, 2018	4-6 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

### Online Facilitator – Blogger

- Post a thoughtful blog entry every one to two weeks, minimum of 300 words
- Develop and implement blog prompts and schedule for MOSTEC students and staff before the program begins, reevaluating on a biweekly basis
- Help students with online project coursework for 4 weeks during the summer
- Engage in online academic and social activities via discussions with students at a minimum of 4 days per week
- Enforce the MOSTEC Code of Conduct among students and staff
- Notify MOSTEC Administrative Staff of any website technical issues immediately

### Mentor

- Conduct online icebreakers and orientation for your cluster students
- Perform weekly check-ins on your cluster students
- Schedule Google+ Hangouts for your cluster on a weekly basis
- Establish a general rapport with all ~150 MOSTEC students over the 6 month program
- Be available to students, especially 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 of, 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
- Provide a mature influence in the online setting

### Residential Advisor

- Spend nights in your provided MIT dorm room
- Assist in setup, breakdown, and cleanup of events
- Monitor student attendance and whereabouts throughout the conference
- Conduct nightly cluster meetings and dormitory checks
- Arrive on time for assigned shifts and perform required duties
- Eat 2-3 meals per day and participate in all social events with students
- Attend MOSTEC staff briefing meetings
- Notify MOSTEC Leadership of student misconduct immediately
- Notify MOSTEC Leadership (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 MOSTEC Conference implementation 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 is a 31-week commitment, nearly 8 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 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.