Program: Saturday Engineering Enrichment and Discovery (SEED) Academy

Position: Facilitator (Part-time, 10 hours/session)

Employment Timeline: Early February – Mid May 2020 (8 Saturdays and occasional evenings)

Compensation: $16/hour (Some meals provided)

POSITION OVERVIEW

The MIT Office of Engineering Outreach Programs (OEOP) in the School of Engineering boasts a 40+ year history of providing engaging and rigorous science and engineering education enrichment for 350 middle and high school students from our local community and across the country. Our mission focuses on making science and engineering careers more accessible to students from underserved and underrepresented communities.

The Facilitator assists the Program Administrator and Program Assistant with the planning and implementation of program activities and events, providing both administration and programmatic support, including photocopying, mailings, communicating with students and staff, and other programmatic projects as needed. The Facilitator acts as the main point of contact for Teaching Assistants (TA) and facilitates communication among TAs and the Program Administrator. Under the direction of the SEED Academy Program Administrator, the Facilitator works collaboratively to ensure that participants and TAs are meeting expectations and the Institute guidelines for programs with minors. The Facilitator will also assist with urgent and time-sensitive issues concerning students/staff as needed. The Facilitator provides mentorship and plays a critical role in the success of the experience for both students and staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Administrative and Programmatic

- In collaboration with Teaching Assistants, Program Assistant, and Program Administrator, plan and facilitate community building activities and lunch activities and speakers.
- Help foster a supportive, safe, and positive environment that builds a sense of community among program participants and staff.
- Provide a mature and positive influence and ensure that participants are meeting program expectations/processes and Institute guidelines for programs with minors.
- Participate in mandatory staff meetings, trainings, and special events.
- Keep the SEED Academy team informed of key incidents within 24 hours of occurrence. Report urgent or sensitive student concerns immediately to SEED leadership. Assist with urgent matters concerning program participants as needed.
- Mentor students and staff and provide advice about successfully navigating the SEED Academy experience.
- Reply in a timely fashion to correspondence from SEED leadership team.
- Identify and respond to students’ needs for information, especially in regards to student concerns promptly.
- Help implement student support and improvement plans and check-in with students around their progress.
- Complete program evaluation surveys on program experience.

Logistical

- Assist in student arrival and dismissal and assist in tracking student attendance on SEED Saturdays and at special events.
- Act as main point of contact for TA staff. In collaboration with Program Administrator, communicate TA tasks for SEED sessions and special events.
- Assist in the set up and clean up for SEED Saturday sessions. This includes lunches, activities, and transporting materials.
• Assist with clerical support, creating and maintaining the files, tools, and processes necessary for implementing SEED calendar, and communicating with all staff and students.
• Assist with the planning and implementation of programmatic activities, including courses, field trips, staff training, workshops, and special events.
• Create and maintain program rosters for students and staff as needed, including course rosters and special event rosters.

Supervising and Mentoring

• Prompt regular attendance checks and ensure safety and timeliness of students.
• Assist with supervising students (on campus, in class, at events, etc.) and accompanying late students to/from class as needed.
• Establish a rapport and personal connection with students and TAs.
• In collaboration with other SEED staff, plan and implement social, educational, and recreational activities and special events.
• Mentor TAs and provide advice around supporting students while they navigate the SEED Academy experience.

Perform other duties as assigned.

QUALIFICATIONS AND SKILLS

• Two years college-level coursework; upperclassmen preferred.
• Must be able to work weekend hours during SEED sessions and occasional evenings.
• Strong interpersonal and communication skills.
• Staff are required to attend all Saturday sessions and may be required to attend occasional evening events.
• Ability to maintain confidential information and high level of professionalism.
• Ability to work in a collaborative, fast-paced environment.
• Strong attention to details and organizational skills.
• Strong desire to mentor and to lead. Leadership/mentoring experience preferred.
• Creative, self-motivated, willing to take on additional responsibilities as needed, and able to work independently.
• Solution-oriented and flexible.
• Candidates with previous experience working in OEOP programs are strongly encouraged to apply.
• Position requires satisfactory completion of background check.

Note: The MIT Office of Engineering Outreach Programs adheres to MIT’s equal employment opportunity policy. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.

**To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.