Program: Saturday Engineering Enrichment and Discovery (SEED) Academy
Position: Academic Mentoring Seminar Instructor (Part-time, 12 hours/session includes 4 hours of prep)
Employment Timeline: Early February – Mid May 2020 (8 Saturdays and occasional evenings)
Compensation: $30/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 SEED Academy Academic Mentoring Seminar (AMS) Instructor plays a critical role in working towards the program’s goal of developing a cohort of “thinking minds” equipped to be successful in technical fields and at the country’s top colleges and universities. In collaboration with other Academic Mentoring Seminar Instructors, the AMS Instructor is responsible for creating and implementing a comprehensive curriculum focused on leadership, character education, social-emotional skill building, high academic achievement, college and career access, and community/social action. Throughout the program, Instructors are expected to assess student performance/academic needs and provide resources to help promote student success. At the end of the program, Instructors will document course materials and write narrative evaluations of each student. Instructors provide guidance and mentorship, playing a critical role in each student’s experience.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Instructional

• Develop and implement interactive lessons for class that promote active learning by the students.
• Create an open and positive learning environment that encourages students to ask questions and to be active participants by providing emotional support and encouragement.
• Prior to start of program, create and submit a syllabus and supply request to OEOP office.
• Track student performance and concerns.
• Create and assign homework that support curriculum. Provide feedback to students on each assignment.
• Set and hold students accountable to SEED and classroom values and expectations.
• Prior to start of program, communicate with Academic Mentoring Seminar instructional team and Project Course Instructor to plan curriculum.
• Provide students with the resources and guidance necessary for learning the fundamental concepts in their course.
• Collect feedback from students throughout program to assess effectiveness in classroom.
• Assess student ability and growth in order to challenge and support each student academically.
• Be available via email to answer questions regarding course material.
• Complete narrative evaluations for students and complete program evaluation surveys within a month of program ending unless otherwise specified by SEED Academy Leadership team
• Document and submit all course materials to the OEOP upon program completion.
• Create and share digital, abridged versions of lesson plans for absent students.
• Help students set appropriate academic and personal goals; create mechanisms to monitor progress towards goals.
• Maintain a culture around secondary and post-secondary achievement for students and families.
• In collaboration with the SEED Leadership, organize and facilitate additional workshops for current students and alumni related to college transitions and STEM access topics.

Administrative and Programmatic

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

Perform other tasks as needed.

QUALIFICATIONS AND SKILLS

• Bachelor’s degree required; graduate degree in school counseling, education, support services, or related field preferred.
• Detailed knowledge and strong background in education, college access, youth counseling, or related field.
• Staff are required to attend all Saturday sessions and may be required to attend occasional evening events.
• Ability to navigate difficult conversations with compassion, confidentiality, and professionalism.
• Excellent written and verbal communication skills.
• Strong interpersonal and collaboration skills.
• Strong skills in diplomacy, problem solving, and conflict management.
• Strong desire to mentor and to teach. Teaching experience preferred.
• Prior experience working with middle or high school-aged students preferred.
• Experience with high-achieving students from diverse backgrounds preferred.
• Solution-oriented, flexible, and self-motivated.
• 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.