Program: Saturday Engineering Enrichment and Discovery (SEED) Academy
Position: Teaching Assistant (Part-time, 10 hours/session)
Employment Timeline: Early February - Mid May 2020 (8 Saturdays and occasional evenings)
Compensation: $15/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 Teaching Assistant assists the Project Course Instructor in implementing curriculum for a specific course in engineering through participating in classes, tracking/reporting on student performance and attendance. The Teaching Assistant assists in the implementation of the SEED Academy calendar during the course of the Fall academic term including overseeing Saturday activities. The Teaching Assistant communicates and meets regularly with a collaborative team to ensure the wellbeing and success of program participants. Teaching Assistants provide guidance, mentorship, and play a critical role in each student’s experience.

PRINCIPAL DUTIES AND RESPONSIBILITIES
Administrative and Programmatic

- Assist in the implementation of the SEED Academy calendar during the course of the semester including overseeing Saturday activities.
- Help foster a supportive, safe, and positive learning environment that builds a sense of community among program participants.
- Provide a mature and positive influence and ensure that participants are meeting program expectations/processes and Institute guidelines for programs with minors.
- Help implement student support and improvement plans and check in with students around their progress.
- Participate in mandatory staff meetings, trainings, and a few special events.
- Keep the SEED Academy Leadership 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 needed.
- Reply in a timely fashion to correspondence from SEED Academy Leadership team.
- Identify and respond to students’ needs for information, especially in regards to student concerns promptly.
- Complete program evaluation surveys on program experience.

Academic

- Assist instructor with the instructional responsibilities and the implementation of curriculum for a specific college-level engineering course. Actively participate and support the Instructor in class.
- Grade homework, collect and distribute class materials, track student performance and attendance, and prepare class activities.
- Communicate academic notes and progress of individual students to assigned Instructor regularly for use in end of program student evaluation.
- Be available for individual tutoring sessions as assigned/approved.
- In collaborate with Instructor, document and submit all lesson plans and course materials to SEED Academy Leadership.
- Attend seminars, technical talks, or other SEED activities with the students.
- Assist the Instructor in leading a class of 15-30 students, providing a safe and supportive environment and
being aware of student performance and wellbeing.

**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.)
- Establish a rapport and personal connection with students, particularly those within your class.
- In collaboration with other SEED staff, plan and implement social, educational, and recreational activities and special events.
- Mentor students and provide advice about choosing a college and career, when asked, and successfully navigating the SEED Academy experience.

**Perform other duties as assigned.**

**Qualifications and Skills**

- One-year college-level coursework; upperclassmen preferred.
- Strong background and content base in desired course.
- Staff are required to attend all Saturday sessions and may be required to attend occasional evening events. Strong desire to mentor and lead. Teaching/mentoring experience preferred.
- Ability to maintain confidential information and high level of professionalism.
- Solution-oriented, flexible, and self-motivated.
- Strong interpersonal and communication skills.
- Ability to teach multiple courses preferred.
- 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.**