**Program:** Saturday Engineering Enrichment and Discovery (SEED) Academy  
**Position:** Project Course 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 Project Course 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. With the assistance of a Teaching Assistant (TA), the Instructor is responsible for creating and implementing all course curriculum related to a particular college level course. Instructors will maintain an open and positive learning environment and prepare interactive lessons and course materials that promote active learning and challenge all students. Throughout the program, Instructors are expected to assess student performance/academic needs and provide resources to help promote student’s success. At the end of the program, Instructors will document course materials and write narrative evaluations for 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 students and include at least one hands-on and active project/experiment each session.
- Create an open and positive learning environment that encourages students to ask questions and to be active participants by providing support and encouragement.
- Prior to start of program, create and submit a syllabus and supply request to OEOP office.
- In collaboration with TA, track student performance and concerns.
- Create and assign homework that supports curriculum. Provide feedback to students on each assignment.
- Set and hold students accountable to SEED and classroom values and expectations.
- Communicate expectations and division of course-related tasks with TA.
- 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.
- Prior to start of program, communicate with AMS Instructor to plan curriculum.
- 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.
- In collaboration with TA, document and submit all course materials to the OEOP.
- Create and share digital, abridged versions of lesson plans for absent students.

**Administrative and Programmatic**

- Help foster a supportive, safe, and positive environment that builds a sense of community among program participants.
- Provide course TA the necessary materials and information to support student learning.
- 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 Leadership. Assist with urgent matters concerning program participants as needed.
- 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.
- Complete program evaluation surveys on program experience.

Perform other tasks as needed.

Qualifications and Skills:

- Bachelor’s degree required; graduate degree preferred.
- Detailed knowledge and strong background in field related to course.
- 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 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.