Program: MIT Online Science, Technology, and Engineering Community (MOSTEC)
Position: Conference Residential Advisor (40 hr/wk during the Conference; 4-8 hours of remote training prior to conference)
Employment Timeline: Late July – August 10, 2020 (1 week residential at MIT)
Compensation: $12.50/hr (Lodging and most meals provided during residential component)

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 MOSTEC Residential Advisor (RA) lives in the dorm with students, acting as a mature influence and fostering a supportive, safe, and positive living environment. In addition, the Residential Advisor supports the implementation of program events and activities during the one-week MOSTEC conference in August. The RA communicates and meets regularly with a collaborative team to ensure the wellbeing of program participants and success of program events. Residential Advisors play a key role in the successful implementation critical role in the overall conference.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Administrative and Programmatic

- Help foster a supportive, safe, and positive environment that builds a sense of community among program participants.
- Provide a mature 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 special events.
- Keep the MOSTEC Leadership team informed of key incidents within 24 hours of occurrence. Report urgent or sensitive student concerns immediately to MOSTEC Leadership. Assist with urgent matters concerning program participants as needed.
- Reply in a timely fashion to correspondence from MOSTEC Leadership team.
- Identify and respond to students’ needs for information, especially in regards to student concerns promptly.
- and OEOP office staff
- Maintain effective working relationships with OEOP and program staff
- Complete program evaluation surveys on program experience.

Residential and Mentoring

- Assist with supervising students (on campus, in dorms, at events, etc.)
- Interact with and establish a rapport and connection with students
- Develop and maintain effective working relationships with other students/staff in the dorm (including House Masters, House Manager and MIT students in the dorm)
• In collaboration with other MOSTEC staff, plan and implement social, educational and recreational activities and special events.

Perform other duties as assigned

QUALIFICATIONS AND SKILLS:

• One year college-level coursework; upperclassmen preferred.
• Ability to work full-time schedule of at least 40 hour for the week of the MOSTEC conference. Other MIT employment may impact eligibility for the job due to potential conflicts.
• Ability to live in the dorm during the MOSTEC Conference
• Ability to attend remote training/orientation prior to the MOSTEC conference
• Must be available to work shifts on weekends and on evenings.
• Previous experience as a Resident Advisor preferred, but not required.
• Solution-oriented, flexible and self-motivated.
• Strong interpersonal and communication skills.
• Position requires satisfactory completion of background check.
• Demonstrated understanding and commitment to diversity, equity, and inclusion, including supporting students with intersecting marginalized identities.

The MIT Office of Engineering Outreach Programs adheres to MIT’s nondiscrimination policy: the Massachusetts Institute of Technology is committed to the principle of equal opportunity in education and employment. The Institute prohibits discrimination against individuals on the basis of race, color, sex, sexual orientation, gender identity, pregnancy, religion, disability, age, genetic information, veteran status, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and other Institute administered programs and activities; the Institute may, however, favor US citizens or residents in admissions and financial aid.*

** 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.