**Program:** MIT Online Science, Technology, and Engineering Community (MOSTEC)

**Position:** Program Facilitator (formerly “Co-Facilitator”) (Primarily Part-Time ~3-6hr/wk; Full-Time during one-week residential conference)

**Employment Timeline:** Late May–Early January (~8 months; Remote and Part-Time except during residential conference at MIT in early August)

**Compensation:** $15/hr (Most meals and lodging provided during MOSTEC conference at MIT)

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**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 Program Facilitator (formerly known as “Co-Facilitator”) acts as the main point of contact for MOSTEC program staff and facilitates communication among OFs and the MOSTEC Administrator. The Program Facilitator provides a mature and positive influence for both students and staff and helps to foster a supportive, safe, and positive environment. Under the direction of the Program Administrator, the Program Facilitator works collaboratively to ensure that program participants and staff are meeting expectations and Institute guidelines for programs with minors. The Program Facilitator assists the Program Administrator and Program Assistants with the planning and implementation of program activities and events, providing both administrative and programmatic support. The Program Facilitator will assist in data collection and analysis. She/he/they will also assist with urgent and time-sensitive issues concerning students/staff as needed. The Program Facilitator provides mentorship and plays a critical role in the success of the overall experience for both students and staff.

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**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.
- Mentor students/staff and provide advice about successfully navigating MOSTEC experience.
- Help implement student support and improvement plans and check-in with students around their progress.
- Lead or co-lead mandatory staff meetings, trainings, and a few special events.
- Keep the MOSTEC Leadership team informed of key incidents within 24 hours of occurrence. Report urgent or sensitive student concerns immediately to Program Administrator. Assist with urgent matters concerning program participants as needed.
- Maintain regular communication with and reply in a timely fashion to correspondence from the Program Administrator.
- Promptly identify and respond to students’ needs for information, especially in regards to student concerns.
- Complete pre, mid-, and post-program evaluation surveys on program experience.
- Assist with managing and analyzing MOSTEC student and website data.
- Add blogs and content (ex. videos, articles, blog comments, feedback on discussion boards, etc.) to site as needed. Keep a list of the content and other resources that you have shared on MOSTEC.
- Participate in and assist with planning of online icebreakers, orientation and other program activities.
Logistical

- Act as a main point of contact for MOSTEC staff. Provide staff and students with regular formal and informal program updates.
- Assist with creating and maintaining the files, tools, and processes necessary for implementing MOSTEC calendar and communicating with staff and students.
- In collaboration with the Program Administrator, create and communicate staff shifts and tasks.
- In collaboration with the Program Administrator and Program Assistants, lead planning for student travel, including arrival to and departure from the conference, as well as field trips.
- Create and maintain program rosters for students and staff as needed, including course rosters, housing rosters, and travel rosters.
- Assist with documentation and processing student documents.
- Provide clerical support, including photocopying, filing, and mailings.
- Assist with the planning and implementation of programmatic activities, including courses, field trips, staff training, workshops, and special events.

Residential and Mentoring

- Assist with supervising students and reviewing their blog posts and comments.
- Prompt regular attendance checks and ensure safety and timeliness of students and staff during MOSTEC conference.
- Establish a rapport and personal connection with staff and students.
- In collaboration with other MOSTEC staff, plan and implement social, educational and recreational activities and special events.
- Develop and maintain effective working relationships with other students/staff in the dorm (including House Masters, House Manager and MIT students in the dorm).

Perform other duties as assigned

QUALIFICATIONS AND SKILLS:

- Two years college-level coursework; upperclassmen preferred.
- Ability to attend one-week MOSTEC conference in early August and work full-time schedule of at least 40 hour per week. Other MIT employment may impact eligibility for the job due to potential conflicts.
- Must be available to work shifts on weekends and on evenings.
- Strong desire to mentor and lead. Leadership/Mentoring experience preferred.
- Ability to maintain confidential information and high level of professionalism.
- Strong interpersonal and communication skills.
- Self-motivated and willing to take on additional responsibilities as needed.
- Solution-oriented and flexible.
- Strong attention to details and organizational skills.
- Strong knowledge of GoogleSuite and Microsoft Office tools (Excel, Word, etc.) and online social media.
- Candidates with previous experience working in OEOP programs are encouraged to apply.
- Position requires satisfactory completion of background check.

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.