**Program:** MIT Online Science, Technology, and Engineering Community (MOSTEC)  
**Position:** Online Facilitator (Primarily Part-Time ~3-6hr/week; Full-Time during residential conference in August)  
**Employment Timeline:** June-Early Jan (~7 months; Remote and Part-Time except during one-week residential conference at MIT in early August)  
**Compensation:** $12.75/hr (Most meals and lodging provided during MOSTEC conference at MIT)

**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 Online Facilitator (OF) leads a cluster of ~15 students, fostering a supportive, safe, and positive environment both online and at the MOSTEC conference. The Online Facilitator also supports the implementation of program events and activities such as online orientation, webinars, cluster meetings, and in-person events during the one-week MOSTEC conference. The Online Facilitator communicates and meets regularly with a collaborative team to ensure the wellbeing and success of program participants and to track student engagement and participation in the online MOSTEC platform. Online Facilitators provide guidance, mentorship, and play a critical role in each student’s experience.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

**Administrative and Programmatic**
- Help foster a supportive, safe, and positive environment (both online and at conference) 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.
- Participate in mandatory staff meetings, trainings and a few special events.
- Mentor students and provide advice about successfully navigating MOSTEC experience.
- Help implement student support and improvement plans and check-in with students around their progress.
- 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.
- Complete pre, mid-, and post-program evaluation surveys on program experience.
- 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 online icebreakers, orientation and other program activities.
- Track student assignment completion, engagement and attendance at cluster meetings.
Residential and Mentoring

- Lead a cluster of 15-20 students, providing a safe and supportive environment and being aware of student performance and well-being (both online and during MOSTEC conference).
- Assist with supervising students and reviewing their blog posts and comments.
- Perform formal weekly video meetings with your cluster students.
- Establish a rapport and connection with students, particularly those within your cluster.
- In collaboration with other MOSTEC staff, plan and implement social, educational and recreational activities and special events (both online and during MOSTEC conference).
- Develop and maintain effective working relationships with other students/staff in the dorm during the conference (including House Masters, House Manager and MIT students in the dorm).

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.
- Must be available to work shifts on weekends and on evenings.
- Strong desire to mentor. Mentoring experience preferred, but not required.
- Solutions-oriented, flexible, and self-motivated.
- Strong interpersonal and communication skills.
- Position requires satisfactory completion of background check
- Ability to live in the dorm at MIT for the week of the MOSTEC Conference
- Previous experience as a Resident Advisor a plus
- 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.