Program: MIT Online Science, Technology, and Engineering Community (MOSTEC)
Position: Student Program Assistant
Compensation: $12.50/hr

SUMMARY

- Perform project-based activities as described by the Program Coordinator of MOSTEC, including communications, data entry, data analysis, organization, logistics, mailings, event planning, and event implementation
- Assist in the planning and implementation of the MOSTEC Program and the MOSTEC Conference
- Serve as a role model for high school students, especially from underrepresented and underserved backgrounds

COMPENSATION

- $12.50/hour for the duration of the program
- Lodging will be provided beginning July 18 through August 7 in an MIT dormitory
- Most meals will be provided between July 31 – August 7 at the MOSTEC Conference

EMPLOYMENT TIMELINE

Term of Employment: June 13, 2016 – September 4, 2016 (2.5 months)

Time Commitment

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
<th>Hours/Day</th>
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<tbody>
<tr>
<td>Pre-Program Planning</td>
<td>June 13, 2016 – June 28, 2016</td>
<td>8 hrs/day</td>
</tr>
<tr>
<td>Program &amp; Conference Planning</td>
<td>June 29, 2016 – July 30, 2016</td>
<td>8 hrs/day</td>
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<tr>
<td>MOSTEC Conference</td>
<td>July 31, 2016 – August 7, 2016</td>
<td>8 hrs/day</td>
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<tr>
<td>Wrap-Up</td>
<td>August 8, 2016 – September 4, 2016</td>
<td>5 hrs/day</td>
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Note: These time commitments are an estimate of the amount of time it takes to complete this job and may vary. Staff may be required to work evenings/weekends, based on need.

Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MOSTEC Staff Training</td>
<td>Saturday, June 18, 2016</td>
<td>8 hrs</td>
</tr>
<tr>
<td>First Day of MOSTEC</td>
<td>Monday, June 29, 2016</td>
<td>8 hrs</td>
</tr>
<tr>
<td>MOSTEC Conference Prep (On Campus)</td>
<td>July 18 – July 30, 2016</td>
<td>8 hrs/day</td>
</tr>
<tr>
<td>MOSTEC Conference Training/Prep</td>
<td>July 31, 2016 – August 1, 2016</td>
<td>8 hrs/day</td>
</tr>
<tr>
<td>MOSTEC Conference</td>
<td>August 2, 2016 – August 6, 2016</td>
<td>8 hrs/day</td>
</tr>
<tr>
<td>MOSTEC Conference Wrap-Up</td>
<td>August 7, 2016</td>
<td>8 hrs/day</td>
</tr>
<tr>
<td>MOSTEC Student Evaluation</td>
<td>August 8 – August 31, 2016</td>
<td>8 hrs/day</td>
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</tbody>
</table>
RESPONSIBILITIES

Administrative/Clerical

• Produce, print, scan, and photocopy documents as needed
• Collect and organize supplies for the MOSTEC Conference
• Assemble and mail/deliver gift bags for guest speakers, funders, staff, etc.

Communication

• Reply to general inquiries sent to mostec@mit.edu within 24 hours
• Respond to phone inquiries to the MOSTEC line within 24 hours
• Reply to student inquiries that have been forwarded by Online Facilitators within 24 hours
• Assist with MOSTEC student and staff communications by sending emails, faxes, mail, etc., or calling via phone
• Identify and respond to staff needs for information and resources within 48 hours
• Keep all MOSTEC calendars up-to-date (i.e. – events, assignments, etc.) on a weekly basis

Data organization and analysis

• Collect, process, and organize student and staff forms and data
• Assist with analyzing and organizing MOSTEC website usage data
• Assist in the organization and preparation of course materials
• Assist in setting up online course groups and learning tools

Staff and Student Onboarding

• Assist in the planning and implementation of MOSTEC staff training and student orientation
• Work with MOSTEC Coordinator and Leadership Team to schedule staff shifts and monitor staff reported hours
• Analyze and organize required student and staff forms, and follow up with students and staff as needed if forms are incorrect or missing
• Read weekly staff reports and follow up on any incomplete items

MOSTEC Program Planning and Implementation

• Assist in the setup of the MOSTEC website
• Assist in the organization and preparation of course materials
• Assist in setting up online course groups and learning tools
• Assist in the scheduling and setup of biweekly MOSTEC webinars
• Form rosters for clusters, project course groups, etc.
• Maintain the student and staff rosters and contact lists
• Set up WebEx meetings for staff, students, and guest speakers as needed
• Conduct walkthrough meetings for webinar guests to show them how to use the webinar interface
• Work with MOSTEC Coordinator to invite and confirm 50+ guest speakers for MOSTEC
• Process media releases and other required forms for MOSTEC guest speakers and volunteers

MOSTEC Conference Planning and Implementation

• Work with the MOSTEC Coordinator, Leadership Team, and OEOP staff members to plan and implement the MOSTEC Conference
• Assist with designing and implementing the MOSTEC Conference calendar
• Assist with the production and distribution of printed needs for the MOSTEC Conference
• Confirm all student travel information and assist with assembling the transportation schedule
• Organize supplies and work with MOSTEC staff to deliver the supplies to classrooms and labs as needed
• Serve as the point person for event implementation and setup
• Assist with end-of-Conference activities including wrap-up, storage, clean-up, debrief, documentation, and communications

MOSTEC Conference Residential Advisor

• Keep track of the whereabouts of your cluster students at all times
• Eat 1-2 meals per day with students and participate in social events with students
• Spend the night in your provided MIT dorm room
• Assist in setup, breakdown, and cleanup of events
• Monitor student attendance throughout the conference
• Conduct nightly cluster meetings
• Attend daily MOSTEC staff briefing meetings
• Attend the MOSTEC Symposium and participate in Q&A
• Notify MOSTEC Leadership Team of student misconduct immediately
• Notify MOSTEC Leadership Team (or MIT Police, depending on the severity) of any student or staff emergencies immediately
• Provide a mature influence in the dormitory and at all events
• Arrive on time for assigned shifts and perform required duties
• Complete other tasks as needed

Reporting

• Reply within 24 hours to all correspondence from MOSTEC Leadership
• Report to MOSTEC Leadership weekly/monthly
• Complete pre-, mid-, and post-program evaluation surveys
• Complete pre-, and post-Conference evaluation surveys

Curriculum Documentation

• Correspond with project course instructors and conference workshop instructors and compile MOSTEC course materials
• Work with MOSTEC Online Facilitators to document best practices for engaging students online
QUALIFICATIONS

• Knowledge of how to navigate social and professional online social media
• Strong knowledge of Microsoft Office tools (Excel, Word, etc.)
• Strong data analysis skills
• Strong organizational skills
• Creative and self-motivated
• Strong leadership experience at the academic and/or professional level
• Strong desire to mentor. Mentoring experience preferred, but not required
• Experience searching for articles in journals and periodicals
• Strong written and verbal communication skills

WHAT MOSTEC STAFF MEMBERS SHOULD KNOW

The MOSTEC Student Program Assistant position is roughly a three-month commitment.

MOSTEC has a remote work environment and flexible hours with relaxed supervision. MOSTEC staff must be capable of managing their time and work streams, completing all deliverables, and achieving high-quality results.

MOSTEC staff members are expected to complete their MOSTEC responsibilities in a timely fashion.

MOSTEC staff members are required to report in-person to work for the MOSTEC Conference, which may require time off from work.

MOSTEC requires consistency and effort. MOSTEC staff members are expected to log into MOSTEC on a daily basis to interact with students.

This is a full-time 40-hour per week commitment and other MIT employment may impact eligibility for the job due to potential conflicts.