



Program: Saturday Engineering Enrichment and Discovery Academy (SEED)

Title: Teaching Assistant

Compensation: \$15/hour

Position Type: Part time, hourly

SUMMARY

- Assist instructor with the instructional responsibilities of engineering course: Aeronautic and Astronautic Engineering, Civil Engineering, Computer Science, Electronics, Mechanical Engineering, Robotics or Synthetic Biology
- Assist in the implementation of the full SEED Academy calendar during academic term, as outlined below, including oversight of all Saturday activities

EMPLOYMENT TIMELINE

This role requires approximately 10-15 hours/week, 9 weeks/term, dependant upon planning, lead instructor, and student need.

TIME COMMITMENT (MUST ATTEND)

Professional Development Trainings	TBD as decided with SEED instructional team
8 SEED Academy Sessions	8 hrs/Saturday
8 Sessions of SEED Academy Prep	2 hrs/week

COMPENSATION

- \$15 hourly for the duration of the program paid in weekly increments over 10 weeks. Timesheets are due on Mondays by 12:00 PM. Hours are submitted via NextSource or Atlas to reflect work on the following dates:

February 25	April 1
March 4	April 8
March 18	April 29
March 25	May 13

RESPONSIBILITIES

In-Class

- Assist instructor with the instructional responsibilities classroom implementation for a specific college level engineering course. Tasks include: grading papers, creating solution sets, preparing class materials and props, collecting and distributing class materials, being a liaison between instructor and students
- Tutor students in specific academic areas
- Actively participate and support the instructor in class
- Attend seminars and technical talks with the students

Mentor

- Counsel students in choosing a college and career, when asked
- Keep the SEED Academy Leadership (Coordinator and Instructor) informed of key incidents taking place during SEED sessions
- Provide a mature and positive influence



Reporting

- Reply within 24 hours to all correspondence from SEED Academy Course instructor and Program Coordinator
- With course Instructor, complete mid-, and post-program evaluation surveys on student performance
- Complete post-program evaluation surveys on program experience

Curriculum Development and Documentation (if applicable)

- In collaboration with instructors keep a list of all lesson plans and materials used during the summer and submit to the SEED Academy Leadership at end of program

OEOP Decorum and Etiquette

- Lead by example, serving as a positive and professional role model for students and staff
- Abide by student and staff OEOP codes of conduct

Other

- Be available for tasks and duties for both pre and wrap-up phase of SEED Academy as needed
 - Fall term: late August through early December
 - Spring term: early February through early June

QUALIFICATIONS

- Strong background and content knowledge base in desired course topic
- High school degree required, 4 year degree preferred
- Teaching experience preferred, but not required
- Strong desire to mentor. Mentoring experience preferred, but not required
- Creative and self-motivated
- Demonstrated desire to work with diverse populations of students and families
- Strong written and verbal communication skills

WHAT SEED ACADEMY STAFF MEMBERS SHOULD KNOW

MIT's Office of Engineering Outreach Programs is seeking teaching assistants to help support the students and the execution of the SEED Academy Program. This program's goal is to develop a cohort of "thinking minds" equipped to successfully major in technical disciplines.

As a SEED Academy Teaching Assistant, you will play a critical role in each student's experience. SEED Academy students will look to you for guidance, mentorship, and friendship. Their lasting memories about SEED Academy will be based, in part, on their regular interactions with you. The job requires true commitment, but it is also lots of fun and very rewarding!