



Department: Office of Engineering Outreach Programs

Position: Student Worker

Compensation: \$12.50/hour

About the Office of Engineering Outreach Programs (OEOP)

The mission of the OEOP is to diversify the science and engineering community by serving students from underrepresented and underserved backgrounds and empowering these students to develop the skills and confidence needed to pursue careers in technical fields. Housed in the MIT School of Engineering, the OEOP provides students with engaging, hands-on curricula within MIT's fast-paced learning environment. The OEOP runs four STEM-based outreach programs that provide rigorous educational opportunities free of charge to approximately 450 highly talented middle and high school students from the Boston area and nationally each year.

Summary

- Perform project-based activities as described by the OEOP Program Coordinators, including communications, data entry, data analysis, organization, logistics, mailings, event planning, and event implementation
- Assist in the planning for OEOP national programs

Qualifications

- Strong written and verbal communication skills
- Creative and self-motivated / ability to work independently
- Ability to maintain and handle confidential information
- Detail Oriented and strong organizational skills
- Strong knowledge of Microsoft Office and Google
- Ability to work in a collaborative group setting
- Students who previously worked with the OEOP staff preferred
- Ability to work in a fast paced environment

Compensation

- \$12.50/hour

Employment Timeline

Term of Employment

February 15 – April 30, 2017

15-20 hours/week

Note: Weekly time commitment may vary. Some evening and weekend hours required as needed.



Responsibilities

Administrative/ Clerical

- Produce, print, scan, and photocopy documents as needed
- Inventory, collect and organize supplies/materials for summer programs
- Assemble and mail/deliver gifts for guest speakers, funders, staff, etc.
- Add to and update national program contacts
- Add to and update national program databases

Communication

- Reply to general program inquiries by phone and via email

Program Planning and Implementation

- Analyze and organize required student enrollment forms, and follow up with students and/or staff as needed if forms are incorrect or missing
- Assist in the organization and preparation of program materials for national programs
- Assist in the scheduling and implementation of program events for national programs
- Assist with finding off-campus space for staff trainings & student events
- Assist in the coordination of student transportation
- Assist in dining and catering requests
- Create student rosters for clusters, courses, etc.
- Assist with design and implementation of student and staff handbooks for programs

Additional Responsibilities

- Meet weekly with Program Coordinators to discuss weekly tasks and projects
- Other projects as assigned

What Staff Members Should Know

Applicants must be legally eligible to work in the U.S. The Office of Engineering Outreach Programs does not sponsor work visas for employees.

Employment offers are contingent upon a favorable criminal background check.

Although this is not a full-time job, other concurrent MIT employment may impact eligibility for the job due to potential conflicts.

MIT's Office of Engineering Outreach Programs is seeking a student worker to help support the planning for our three national programs: Minority Introduction to Engineering & Science (MITES), Engineering Experience @ MIT (E2@MIT), and the MIT Online Science, Technology, and Engineering Community (MOSTEC). These programs are for rising high school seniors across the country who have a strong academic record and are interested in exploring careers in science & engineering. You can read more about these programs here: <http://oeop.mit.edu/programs>

As a student worker, you will play a critical role in assisting the staff in planning a memorable and exciting summer for our students. The hours for the role are flexible, and will typically fall within a standard workday. The student worker must be capable of managing their time and work streams, completing all deliverables, and achieving high-quality results. The job requires true commitment, but it is also lots of fun and very rewarding!