**Program:** Engineering Experience (E2@MIT)  
**Position:** Program Teaching Assistant  
**Salary:** $15/hr

**SUMMARY**

- Act as a residential advisor for students ensuring their safety as well as maintaining dorm decorum
- Lead a residential cluster of 3-5 students fostering a supportive, safe, and positive living environment for, and to build community among E2@MIT participants
- Assist E2@MIT Leadership (E2 Coordinator and E2 Co-Facilitators) in the implementation of the E2@MIT calendar during the course of the summer including chaperoning field trips and weekend activities

**COMPENSATION**

- $15/hr for the duration of the program, paid in weekly increments
- Meals and lodging will be provided during the duration of employment

**EMPLOYMENT TIMELINE**

- **Term of Employment** July 23, 2015 – August 4, 2015
- **1.5 week**

**Time Commitment (Must Attend)**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
<th>Hours/day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training</td>
<td>July 23, 2015 – July 25, 2015</td>
<td>8 hrs/day</td>
</tr>
<tr>
<td>Program Dates</td>
<td>July 26, 2015 – August 2, 2015</td>
<td>5-8 hrs/day + dorm duty</td>
</tr>
<tr>
<td>Wrap-Up</td>
<td>August 3, 2015 – August 4, 2015</td>
<td>8 hrs/day</td>
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Note: This is a time-consuming position that takes up days, nights, and weekends. The job requires true commitment, but it is also lots of fun and very rewarding! This job does provide flexibility during the days. You may not work 5 to 8 hours during the day, but are asked to be available during that time. You are asked to be available and present during evenings.

**RESPONSIBILITIES**

**Programming**

- Assist E2@MIT Leadership with supervising students when on campus, as needed
- Assist E2@MIT Leadership with supporting the implementation of program activities in preparation and during regular programming. This includes active attendance, helping to guide students around campus, and aiding in the execution of the calendar

**Mentor**

- Spend informal time with students; socialize with students around dorms and through at least one formal outing
- Counsel students in choosing a college and career
- Identify and respond to students needs for information, especially about MIT and personal problems
- Perform daily check-ins with your cluster students
• Keep the E2@MIT Administrative Staff (Coordinator and Executive Director) informed of key incidents taking place at the dorm and in the class within 24 hours of occurrence
• Provide a mature influence

Resident Counselor

• Establish a rapport and personal connection with all students, particularly those within your cluster
• Provide social, educational and recreational activities (like study breaks and "issues" oriented discussions)
• Develop effective working relationships with House Masters, House Manager and MIT students in the dorm.

Reporting

• Reply day of to all correspondence from E2@MIT Leadership (E2 Coordinator and E2 Co-Facilitators)
• Complete pre and post-program evaluation surveys on program experience

OEOP Decorum and Etiquette-As a member of the E2@mit staff, you will be expected to adhere to the following expectations

• Keep noise to a minimum inside the OEOP and in MIT hallways
• Dress casually, but professionally – adhere to the students dress code policy
• Refrain from using profanity
• Eating in the OEOP is allowed, but it is imperative to dispose of trash properly

Other

• Be available for tasks and duties for both pre and wrap-up phase of E2@MIT

QUALIFICATIONS

• STEM major preferred
• Must be at least a college freshmen; preference will be given to upper classmen
• Strong desire to mentor. Mentoring experience preferred, but not required
• Outgoing personality and willingness to work with diverse group of students
• Creative and self-motivated
• Strong written and verbal communication skills

WHAT E2@MIT 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 Engineering Experience at MIT (E2@MIT) Program. This program’s goal is to develop a cohort of “thinking minds” equipped to successfully major in technical disciplines.

As an E2@MIT Program Teaching Assistant (TA), you will play a critical role in each student's experience. The E2@MIT students will look to you for guidance, mentorship, and friendship. Their lasting memories about the E2@MIT Program will largely be based on their daily interactions with you.

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commitment, but it is also lots of fun and very rewarding!