Program: Minority Introduction To Engineering and Science (MITES)  
Position: Head Teaching Assistant  
Salary: $17.50/hr

**Summary**

- Perform project-based activities as described by Program Coordinator of MITES which will include photocopying, filing, mailings and communicating with students and parents
- Lead and manage the residential TA staff
- Assist the Program Coordinator with supervising students when on campus, as needed
- Assist in program preparation
- Help to organize student documents prior to arrival
- Act as a residential advisor for students ensuring their safety as well as maintaining dorm decorum
- Assist in the implementation MITES calendar during the course of the summer including chaperoning field trips and weekend activities

**Compensation**

- Approximately $6,000 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**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15, 2015</td>
<td>July 31, 2015</td>
<td>2 months</td>
</tr>
</tbody>
</table>

**Time Commitment (Must Attend)**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours/day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Program Planning</td>
<td>May 15, 2015</td>
<td>June 7, 2015</td>
<td>8 hrs/day</td>
</tr>
<tr>
<td>Training</td>
<td>June 8, 2015</td>
<td>June 11, 2015</td>
<td>8 hrs/day</td>
</tr>
<tr>
<td>Program Dates</td>
<td>June 12, 2015</td>
<td>July 24, 2015</td>
<td>8 hrs/day</td>
</tr>
<tr>
<td>Wrap-Up</td>
<td>July 25, 2015</td>
<td>July 31, 2015</td>
<td>5-6 hrs/day</td>
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</tbody>
</table>

**Responsibilities**

**Logistics**

- Assist the Program Coordinator with managing bus schedules and updating shifts for staff who provide student supervision on buses
- Assist the Program Coordinator with facilitation of meals delivery including set-up, coordination and clean-up
- Assist the Program Coordinator with managing, when appropriate, phone inquiries about the program during the application and selection processes, daily implementation of the program and in preparation of special events
- Manage documentation and forms for students and instructional staff participating in the program
- Provide clerical support including: photocopying, filing, mailing and managing written communication with students and their families

**Programming**
• Assist the Program Coordinator with supervising students when on campus, as needed
• Distribute and collect, to and from Instructional Staff, attendance sheets, surveys, updates in scheduling and logistics
• Assist the Program Coordinator with supporting the implementation of program educational activities in preparation and during regular programming. As directed by the Program Coordinator provide scheduling of courses and activities, cover all logistics, maintain materials for course and projects, plan, schedule, provide logistics for field trips.
• Assist the Program Coordinator with supporting the implementation of end of program activities involving instructional and program staff including clean-up, debrief, documentation (scheduling, logistics, communications)
• Assist the Program Coordinator with coordinating Instructional Staff meetings, including PD training, and communications
• Assist the Program Coordinator with maintaining program rosters for students and instructional staff, including as needed for medical information, housing, travel plans, etc

Mentor

• Spend informal time with students; socialize with students
• Counsel students in choosing a college and career
• Identify and respond to students needs for information, especially about MIT and personal problems
• Perform weekly check-ins on your cluster students
• Keep the MITES Administrative Staff informed of key incidents taking place at the dorm and in the class
• 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 in a timely fashion to all correspondence from MITES Leadership
• Report to MITES Leadership weekly
• Complete pre-, mid-, and post-program evaluation surveys
• Help keep an open line of communication between students, TA staff, and MITES leadership

OEOP Decorum and Etiquette

• Keep noise to a minimum inside the OEOP and in MIT hallways
• Dress casually, but professionally – avoid revealing clothing
• 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 MITES
Qualifications

- Strong background and content base in desired course
- Must be at least a college freshmen; preference will be given to upper classmen
- Teaching experience preferred, but not required
- Strong desire to mentor. Mentoring experience preferred, but not required
- Creative and self-motivated
- Strong written and verbal communication skills

What MITES Staff Members Should Know

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

Teaching assistants may not have responsibilities that require them to be away on weekends, although provision is made for some time off. Tutors should plan to spend their weekends socializing with students.

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!