Program: 2015 STEM Summer Institute
Position: Instructor  Compensations: Approximately $4500

SUMMARY

• Provide middle school students from Boston, Cambridge, and Lawrence with an opportunity to explore math, science, and engineering through hands-on educational activities and unique experiences and resources on MIT’s campus.
• Design course curriculum and lesson plans that are hands-on and project-based to engage students in active learning.
• Serve as a role model for middle school students, especially from underrepresented and underserved backgrounds.
• Collaborate with academic advisors and co-instructor and gain meaningful experience teaching in a middle school classroom setting.
• Supervise students when on campus to ensure their safety.
• Perform project-based activities as described by Program Coordinator (PC), Program Assistant (PA) and Level Academic Advisor (AA) of STEM which will include photocopying, filing, processing receipts for material purchases, and communicating with students

COMPENSATION

• $4,500.00 for the duration of the program, paid in monthly increments
• Meals and lodging will be provided during the duration of employment

EMPLOYMENT TIMELINE

Term of Employment: June 17, 2015 – August 5, 2015  
2.5

Time Commitment

Training*  June 17, 2015 – June 30, 2015
Program Dates *  July 1, 2015 – August 1, 2015
Wrap-Up  August 3, 2015 – August 5, 2015

*Training and Program Dates have been changed since the original posting due to snow days

These time commitments are a minimum expectation of the amount of time it takes to effectively complete this job. Staff should expect that up to two hours of preparation time may be needed in addition to work hours to finalize plans with your co-instructor and Level Academic Advisor.

Important Dates

Student Orientation  Wednesday, June 24, 2015  4 hrs
Final Ceremony  Saturday, August 1, 2015  6 hrs
RESPONSIBILITIES

Instructor

- Work with co-instructor and develop a joint teaching style with support and guidance from a Level Academic Advisor and the Program Coordinator
- Function as instructor for a specific course by leading classroom instruction and discussion
- Meet with co-instructor to plan course curriculum and develop daily and weekly lesson plans that stimulate students by incorporating hands-on, project-based learning activities and labs
- Collaborate with other instructors of the same grade level
- Assess and grade student work, including exams, homework, classwork, etc.
- Tutor students in specific academic areas during breakfast and lunch, and also via email
- Actively prepare for class and interact with the students in a positive and upbeat manner

Mentor

- Establish a rapport and personal connection with all students, particularly those within your grade level
- Serve as a role model to our students and collaborative staff members
- Use free time during the day to engage with students and tutor them on the course material
- Be an active team member, attend weekly staff meetings, and staff social events
- Serve as a bus monitor as scheduled by the Program Assistant up to twice a week
- At recess, interact with the students (often there are games of football, hide & seek, etc.)
- Serve as a chaperone during field trips, speaker series, and other events
- Advise students regarding challenges in school, as needed
- Encourage students to pursue interests further in STEM fields

Reporting

- Report weekly with teaching partner on student issues to the Level Academic Advisor and the Program Coordinator
- Prepare midterm and final evaluations for each student
- Complete weekly course and student evaluations and submit to Program Assistant
- Organize and archive all materials related to the curriculum and final evaluations during the wrap-up period of the program

Curriculum Development and Documentation

- Create a course outline and syllabus at the beginning of the program and update it at the conclusion of the program
- Submit final project description and material requirements along with weekly lesson plans
- Consult with Level Academic Advisor in development of daily and weekly lesson plans and implementation of instructional activities
- Organize course materials and supplies in the OEOP storage room at the end of STEM
OEOP Decorum and Etiquette

As members of the OEOP team, staff members are expected to adhere to a certain code of conduct, including but not limited to:

- Keep noise to a minimum both inside the office and in the MIT hallways
- Dress casually, but professionally
- Avoid revealing or suggestive clothing – no bandanas
- At minimum, Adhere to dress code policy enforced for STEM students
- Refrain from using profanity
- Eating in the OEOP is allowed, but it is imperative to dispose of trash properly

Logistics/Other

- Be available for tasks and duties for both prep and wrap-up phases of STEM
- Serve as a bus monitor to ensure the safety of students on the bus 1-2 times per week

QUALIFICATIONS

- Must be at least a current college Sophomore
- Experience or interest in teaching middle school students
- Experience or interest in mentoring middle school students
- Proficient knowledge of the subject you wish to teach
- Ability to work in a collaborative group and resolve conflict
- Creative and self-motivated
- Strong written and verbal communication skills
- Students who previously worked in OEOP programs preferred

WHAT (STEM) STAFF MEMBERS SHOULD KNOW

Instructors are friends to the STEM students. Nevertheless, instructors are figures of authority and responsibility to the students and they must enforce regulations and program policies for the duration of the program. Instructors may not have any other jobs or responsibilities during the program, including UROPs. Instructors may not have responsibilities that require them to be away during the class time or during field trips. This is a time-consuming position that takes up days, nights, and sometimes weekends. The job requires true commitment, but it is also lots of fun and very rewarding! It also provides instructors with a great opportunity to give back to the community and be involved in the lives of the young engineers and scientists of tomorrow.

How to apply

Please complete your application at staffapp.mit.edu
Applications will be reviewed and hiring decisions will be made on a rolling basis.

Questions
Please contact Catherine Park, the STEM Program Coordinator, at stem@mit.edu or 617-253-8051.