**Program:** Engineering Experience at MIT (E2@MIT)  
**Position:** Residential Advisor  
**Salary:** $12.50/hour

**SUMMARY**

- Act as a residential counselor for E2@MIT students, ensuring their safety as well as maintaining dorm decorum
- Lead a residential cluster of 5-6 students, fostering a supportive, safe, and positive living environment and community for students
- Assist E2@MIT Leadership (Program Coordinator and Co-Facilitators) in the implementation the E2@MIT calendar, including chaperoning programmatic activities

**COMPENSATION**

- $12.50/hour 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**

1.5 weeks  
July 22, 2016 – August 2, 2016

**Time Commitment (Must Attend)**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Program Dates</td>
<td>July 24, 2016 – July 31, 2016</td>
</tr>
<tr>
<td>Wrap-Up</td>
<td>August 1, 2016 – August 2, 2016</td>
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</tbody>
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Please Note: This is a full-time 40-hour per week commitment and other MIT employment may impact eligibility for the job due to potential conflicts.

**RESPONSIBILITIES**

**Programming**

- Assist E2@MIT Leadership with supervising students as needed
- Assist E2@MIT Leadership with the implementation of programmatic activities. This may include escorting students around campus, meal setup and cleanup, and other activities as needed
- Collaborate with E2@MIT Program TA’s to plan and implement a Design Challenge for E2@MIT students

**Mentor**

- Spend informal time with students; socialize with students in the dorm and during other programmatic activities (meals, etc.)
- Identify and respond to students’ needs for information, especially about MIT and personal challenges
- Provide a mature and positive influence for students
- Counsel students in choosing a college and major
Residential Counselor

- Perform daily check-ins with your cluster students
- Establish a rapport and personal connection with all students, particularly those within your cluster
- Provide social, educational, and recreational activities (e.g. study breaks and "issues"-oriented discussions)

Reporting

- Reply day-of to all correspondence from E2@MIT Leadership
- Keep the E2@MIT Administrative Staff (Program Coordinator and Manager of Programs) informed of major/significant incidents taking place at the dorm and in the class within 24 hours of occurrence
- Complete post-program evaluation surveys on program experience

Qualifications

- STEM major preferred
- Must be at least a college freshman; preference will be given to upperclassmen
- 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

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.

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!