**Program:** Engineering Experience at MIT (E2@MIT)

**Position:** Student Co-Facilitator

**Salary:** $15/hour

**SUMMARY**

- Assist Program Coordinator and Co-Facilitator with the planning and implementation of the E2@MIT calendar during the course of the summer
- Complete project-based activities as described by Program Coordinator, including logistical and programmatic projects
- Assist Program Coordinator and Co-Facilitator with coordinating the residential Teaching Assistant staff
- Collaborate with Co-Facilitator to coordinate student travel, including arrivals to and departures from E2@MIT
- Assist Program Coordinator and Co-Facilitator with supervising students as needed

**COMPENSATION**

- $15.00/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**

Five weeks

July 5, 2016 – August 5, 2016

**Time Commitment (Must Attend)**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
</tr>
</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 5, 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**

**Logistics**

- Collaborate with Co-Facilitator to coordinate student travel, including arrival to and departure from the program as well as field trips. This may include developing bus schedules and updating shifts for staff to provide student supervision on buses
- Assist Program Coordinator and Co-Facilitator with coordinating meals, including set-up, delivery, and cleanup
- Assist Program Coordinator and Co-Facilitator with processing student documents
- Provide clerical support, including photocopying, filing, mailings, and responding to phone and email inquires about the program

**Programming**

- Assist Program Coordinator and Co-Facilitator with supervising students as needed
- Provide Teaching Assistant and Instructional staff with updates in scheduling and logistics
• Assist Program Coordinator and Co-Facilitator with the planning and implementation of programmatic activities
• Assist Program Coordinator and Co-Facilitator with the implementation of end of program activities, including cleanup, debriefs, and documentation (scheduling, logistics, communications)
• Assist Program Coordinator with the coordination of staff training and communications
• Maintain program rosters for students and staff as needed, including course rosters, housing rosters, and travel rosters

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

Reporting
• Reply day-of to all correspondence from Program Coordinator
• Keep the E2@MIT Administrative Staff (Program Coordinator and Manager of Programs) informed of major/significant incidents taking place throughout the program
• Complete post-program evaluation surveys on program experience

QUALIFICATIONS
• Must be at least a current college sophomore; preference will be given to upperclassmen
• Strong desire to mentor. Mentoring experience preferred, but not required
• Energy, flexibility, and willingness to take on additional responsibilities as needed
• Ability to multi-task and pay attention to detail
• Strong organizational, administrative, interpersonal, and communication skills
• Students who previously worked with OEOP programs preferred

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!