Program: Minority Introduction to Engineering and Science (MITES)
Position: Instructor – Non-residential

Salary: Starting at $23/hr

SUMMARY

• Create an open and positive learning environment in collaboration with TA that encourages students to ask questions and to be active participants
• Prepare and implement interactive lessons for class that promote active learning by the students
• Be available for students to ask questions about problem sets and course concepts each day during the evening
• Document course curriculum and participate in program wrap-up
• Meet weekly with instructors and faculty director to discuss student performance
• Complete student performance assessments and track student progress

COMPENSATION

• Starting at $23/hr or $4,416 for the duration of the program

EMPLOYMENT TIMELINE

Term of Employment

May 16, 2016 – August 31, 2016

Time Commitment

Pre-Program Planning

May 16, 2016 – June 7, 2016

remote, flexible

Training

June 8, 2016 – June 10, 2016

Program Dates


Wrap-Up

July 22, 2016 – August 31, 2016

Note: Instructors may be asked to attend 2-3 required events and meetings that fall outside of the typical weekly class schedule. These dates will be shared before the start of the program.

RESPONSIBILITIES

In-Class

• Prepare and implement interactive lessons for class that promote active learning by the students
• Create an open and positive learning environment that encourages students to ask questions and to be active participants
• Include at least one hands on and active project/experiment weekly
• Build rapport with students and create a sense of community
• Assign weekly problem sets, create solution sets, and prepare class materials and assessments
• Provide TA with relevant class materials in time to be prepared for class and give them the necessary materials to guide students during office hours

Out-Of Class

• Be available at least on days when you are teaching and day prior to exam for students to ask questions about problem sets, exams, and course concepts
Use effective forms of communication (via office hours, email or phone) to discuss individual academic problems that students might be facing with the course material
• Provide students with emotional support and encouragement
• Attend staff trainings, regular staff meetings, and MITES special events

Reporting
• Reply in 24 hours to all correspondences from MITES Leadership (MITES Coordinator, the Executive Director, and the Faculty Director)
• Complete final evaluations, and final survey within a month of program ending unless otherwise specified by MITES Leadership
• Help keep an open line of communication between students, TA staff, and MITES leadership

Curriculum Development and Documentation
• Document all lesson plans and materials used during the summer and work with TA to submit to the MITES Leadership at end of program (July 23, 2016)

Other
• Be available for tasks and duties for both planning and wrap-up phase of MITES

Qualifications
• Graduate degree is preferred; Undergraduate degree is required
• Must know the subject in detail and/or work in the field
• Strong background and content base in desired course
• Teaching experience preferred, but not required
• Strong desire to mentor. Mentoring experience preferred, but not required
• Strong written and verbal communication skills

What MITES Staff Members Should Know

MIT’s Office of Engineering Outreach Programs is seeking instructors to help support the students and the execution of the Minority Introduction to Engineering and Science at MIT (MITES) Program. This program’s goal is to develop a cohort of “thinking minds” equipped to successfully major in technical disciplines.

As an MITES instructor, 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.

This is a time-consuming position. The job requires true commitment, but it is also lots of fun and very rewarding!

Although this is not a full-time commitment, other concurrent MIT employment may impact eligibility for the job due to potential conflicts.