Program: Minority Introduction To Engineering and Science (MITES)
Position: Teaching Assistant-Residential
Salary: $12.50/hr

SUMMARY

• Assist instructor with the instructional responsibilities classroom implementation for a specific college level course: Physics, Calculus, Life Science, Engineering Elective, or Humanities
• Act as a residential advisor for students ensuring their safety as well as maintaining dorm decorum
• Lead a residential cluster of 3-5 students fostering a supportive, safe, and positive living environment for, and to build community among MITES participants
• Assist in the implementation MITES calendar during the course of the summer including chaperoning field trips and weekend activities

COMPENSATION

• $12.50/hour for the duration of the program, paid in weekly or bi-weekly increments
• Approximately 300 hours total (~$3750)
• Most meals and lodging will be provided during onsite training, program dates and wrap up

EMPLOYMENT TIMELINE


Time Commitment
• Pre-Program Training May 16, 2016 – June 6, 2016 remote, part-time
• Onsite Training June 8, 2016 – June 10, 2016

Note: This is a time-consuming, full-time position that takes up days, nights, and weekends. You are asked to be available and present during evenings and weekends with the exception of scheduled time off. The job requires true commitment, but it is also lots of fun and very rewarding!

RESPONSIBILITIES

Teaching Assistant

• Assist instructor with the implementation of lesson plans for a specific college-level course
• Assist instructor with additional instructional responsibilities, including grading papers, creating solution sets, preparing class materials and props, collecting and distributing class materials, and being a liaison between instructor and students
• Tutor and host office hours for at least 4 hours weekly for students in assigned course (often at night time)
• Hold individual tutoring sessions as assigned
• Actively participate and support the instructor in class
• Hold a recitation once a week to assist students
• Attend seminars and technical talks with the students
• Collaborate with instructor to document all lesson plans and materials used during throughout the course and submit to MITES Leadership at the end of the program

**Mentor**

• Spend informal time with students; socialize with students in the dorm and during other programmatic activities (meals, etc.)
• Counsel students in choosing a college and career, when asked
• Identify and respond to students needs for information, especially about MIT and personal problems within 24 hours of occurrence
• Provide a mature and positive influence for students

**Resident Counselor**

• Perform formal weekly meetings and daily informal check-ins with your cluster students
• Establish a rapport and personal connection with all students, particularly those within your cluster
• Work with the Program Coordinator and Co-facilitators to provide social, educational and recreational activities (like study breaks and "issues" oriented discussions)
• Plan, organize and lead special events, competitions, and challenges
• Develop effective working relationships with House Masters, House Manager and MIT students in the dorm.

**Reporting**

• Reply day-of to all correspondence from MITES Leadership
• Keep the MITES Leadership (Program Coordinator and Co-Facilitators) informed of key incidents taking place at the dorm and in the class within 24 hours of occurrence
• Complete mid-, and post-program evaluation surveys on student performance
• Complete pre, mid-, and post-program evaluation surveys on program experience

**Other**

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

**Qualifications**

• STEM major preferred
• Strong background and content base in desired course
• Must be at least a college freshman; 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 member of the MITES staff, 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.

Although provisions are made for time off, hours for MITES staff are irregular and as such, MITES staff may not have responsibilities that require them to be away on weekends. 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!

This is a full-time 40 hour per week commitment and other MIT employment may impact eligibility for the job due to potential conflicts.