**Program**: MIT Online Science, Technology, and Engineering Community (MOSTEC)

**Position**: Assistant Head Online Facilitator

**Salary**: $15/hr

**SUMMARY**

- In addition to Blogger or Content Facilitator responsibilities (see job description), work with the MOSTEC Program Coordinator and Head Online Facilitator to lead MOSTEC staff and manage students
- Assist in data collection and analysis via Microsoft Excel, Google Analytics, surveys, etc.
- Assist in all MOSTEC logistics, including MOSTEC Conference planning and implementation and other MOSTEC administrative duties

**COMPENSATION**

- $15/hr for the duration of the program
- Meals and lodging will be provided during the MOSTEC Conference at MIT
- Per the discretion of the OEOP, travel to/from MIT for the MOSTEC Conference may be provided for staff who are not based in Boston during the time of employment

**EMPLOYMENT TIMELINE**

**Term of Employment**

May 2, 2016 – January 21, 2017 38 weeks

**Time Commitment**

| Training for Head Facilitators | May 2, 2016 | 6 hrs/day |
| Prep for MOSTEC | May 3, 2016 – June 17, 2016 | 6 hrs/week |
| Training for MOSTEC staff | June 18, 2016 | 6 hrs/day |
| Prep Phase | June 19, 2016 – June 28, 2016 | 8 hrs/day |
| Program Dates | June 29, 2016 – January 14, 2017 | 8 hrs/week |
| Final Webinar | January 14, 2017 | 1.5 hrs |

**Important Dates (Must attend in-person)**

| MOSTEC Conference Training/Prep | July 31, 2016 – August 1, 2016 | 6 hrs/day |
| MOSTEC Conference | August 2, 2016 – August 6, 2016 | 8 hrs/day + dorm duty |
| MOSTEC Conference Wrap-Up | August 7, 2016 | 6 hrs/day |

**RESPONSIBILITIES**

**Head Facilitator**

- Work with the Head Online Facilitator to manage up to 15 MOSTEC staff members
- Assist in the preparation and implementation of MOSTEC staff training
- Schedule and lead weekly MOSTEC virtual staff meetings
- Keep all MOSTEC calendars up-to-date (i.e. – events, assignments, etc.) on a weekly basis
- Collect and read weekly updates from MOSTEC staff
- Assist with managing and analyzing MOSTEC student and website data
• Work with Head Online Facilitator to invite and confirm 50+ guest speakers for MOSTEC
• Assist in the scheduling and setup of biweekly MOSTEC webinars
• Post a blog entry at least once a month
• Work with the MOSTEC Coordinator and Head Online Facilitator to plan and implement the MOSTEC Conference
• Reply to general inquiries sent to mostec@mit.edu within 48 hours
• Reply to student inquiries that have been forwarded by Online Facilitators within 24 hours
• Identify and respond to staff needs for information and resources within 48 hours

Mentor

• Establish a general rapport with all 100-150 MOSTEC students over the 6 month program
• Be available to students during “peak” times, such as MIT application deadlines in late October and late December
• Identify and respond to student needs for information and resources within 24 hours
• Be knowledgeable about, and make students aware of, MOSTEC policies and procedures
• Keep the MOSTEC Administrative Staff informed of key incidents taking place on the MOSTEC site, and problems with students requiring follow-up within 24 hours
• Provide a mature influence in the online setting

Residential Advisor

• Keep track of the whereabouts of your cluster students at all times
• Eat 2-3 meals per day and participate in social events with students
• Spend the night in your provided MIT dorm room
• Assist in setup, breakdown, and cleanup of events
• Monitor student attendance throughout the conference
• Conduct nightly cluster meetings
• Arrive on time for assigned shifts and perform required duties
• Attend daily MOSTEC staff update meetings
• Attend the MOSTEC Symposium and participate in Q&A
• Notify MOSTEC Leadership Team of student misconduct immediately
• Notify MOSTEC Leadership Team (or MIT Police, depending on the severity) of any student or staff emergencies immediately
• Provide a mature influence in the dormitory and at all events
• Complete other tasks as needed

Reporting

• Reply within 24 hours to all correspondence from MOSTEC Leadership
• Report to MOSTEC Leadership weekly/monthly
• Complete pre-, mid-, and post-program evaluation surveys
• Complete pre-, and post-Conference evaluation surveys

Curriculum Development and Documentation

• Keep a list of the videos, articles, and other resources that you have shared on MOSTEC and their respective discussion questions, including dates when these items were posted
QUALIFICATIONS

- Knowledge of how to navigate social and professional online social media
- Strong knowledge of Microsoft Office tools (Excel, Word, etc.)
- Strong organizational skills
- Creative and self-motivated
- Strong leadership experience at the academic and/or professional level
- Strong desire to mentor. Mentoring experience preferred, but not required
- Experience searching for articles in journals and periodicals
- Strong written and verbal communication skills

WHAT MOSTEC STAFF MEMBERS SHOULD KNOW

MOSTEC Head Facilitator is a 38-week commitment, about 9 months.

MOSTEC has a remote work environment and flexible hours with relaxed supervision. MOSTEC staff must be capable of managing their time and work streams, completing all deliverables, and achieving high-quality results.

MOSTEC staff members typically have other jobs but must complete their MOSTEC responsibilities in a timely fashion.

MOSTEC staff members are required to report in-person to work for the MOSTEC Conference, which may require time off from work.

MOSTEC requires consistency and effort. MOSTEC staff members are expected to log into MOSTEC on a daily basis to interact with students.

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