**Program:** MIT Online Science, Technology, and Engineering Community (MOSTEC)  
**Position:** Conference Residential Advisor  
**Salary:** $12.50/hr

**SUMMARY**

- Mentor and supervise a cluster of 10-15 high school seniors and facilitate educational and social interactions at the MOSTEC Conference
- Assist in the implementation of the MOSTEC Conference
- Conduct nightly cluster meetings and dormitory checks
- Attend all social events with students
- Monitor student attendance and whereabouts throughout the MOSTEC Conference

**COMPENSATION**

- $12.50/hr, paid at the end of employment period
- 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** July 31, 2016 – August 7, 2016  
  - 1 week

**Time Commitment**

- 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**

Residential Advisor

- Spend the night in your provided MIT dorm room
- Assist in setup, breakdown, and cleanup of events
- Monitor student attendance and whereabouts throughout the conference
- Conduct nightly cluster meetings and dormitory checks
- Arrive on time for assigned shifts and perform required duties
- Eat 2-3 meals per day and participate in all social events with students
- Attend MOSTEC staff briefing meetings
- Notify MOSTEC Leadership of student misconduct immediately
- Notify MOSTEC Leadership (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 MOSTEC Conference implementation tasks as needed
Reporting

- Reply in a timely fashion to all correspondence from MOSTEC Leadership
- Report to MOSTEC Leadership as needed
- Complete pre-, mid-, and post-program evaluation surveys
- Complete pre-, and post-Conference evaluation surveys

QUALIFICATIONS

- Responsible and organized
- Strong and timely work ethic
- Experience working with minors
- Self-motivated
- Strong desire to mentor students
- Basic knowledge of online social media
- Strong written and verbal communication skills

WHAT MOSTEC STAFF MEMBERS SHOULD KNOW

The MOSTEC Conference is one week and requires strong commitment and work ethic. You will be working early mornings and late nights for dorm duty. There will also be periodic breaks during the day while students are doing MOSTEC Conference activities.

MOSTEC continues online for another 5 months after the MOSTEC Conference ends, and there are opportunities to continue mentoring in a volunteer capacity, if interested.

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

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