Program: MIT Online Science, Technology, and Engineering Community (MOSTEC)  
Position: Online Facilitator (OF) – Blogger  
Salary: $12.50/hr

SUMMARY

• Mentor a cluster of up to 15 high school seniors and facilitate educational and social interactions
• Blog weekly or biweekly on various topics related to STEM and how STEM relates to social issues, college admissions, and self-efficacy
• Develop and implement a calendar of weekly blog prompts for students and staff
• Assist in the implementation of the MOSTEC Conference during the summer

COMPENSATION

• $12.50/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  
June 18, 2016 – January 21, 2017  
31 weeks

Time Commitment

Training  
June 18, 2016  
6 hrs/day
Prep Phase  
June 19, 2016 – June 28, 2016  
4-6 hrs/week
Program Dates  
June 29, 2016 – January 14, 2017  
4-6 hrs/week
Final Webinar  
January 14, 2017  
1.5 hrs
Wrap-Up  
4-6 hrs/week

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

Online Facilitator – Blogger

• Post a thoughtful blog entry every one to two weeks, about 300 words or more
• Develop and implement blog prompts and schedule for MOSTEC students and staff before the program begins, and reevaluate on a biweekly basis
• Help students with their online project coursework for 4 weeks during the summer
• Engage in online educational and social activities & discussions with students a minimum of 4 days per week
• Enforce the MOSTEC Code of Conduct among students and staff
• Notify MOSTEC Administrative Staff of any website technical issues immediately
Mentor

- Conduct online icebreakers and orientation for your cluster students
- Perform weekly check-ins on your cluster students
- Schedule Google+ Hangouts for your cluster on a weekly basis
- Establish a general rapport with all 100-150 MOSTEC students over the 6 month program
- Be available to students, especially 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 of, 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
- Provide a mature influence in the online setting

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 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
- Creative and strongly self-motivated
- 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 is a 31-week commitment, nearly 8 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 job, other concurrent MIT employment may impact eligibility for the job due to potential conflicts.