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

**SUMMARY**

- Mentor a cluster of up to 15 high school seniors and facilitate educational and social interactions.
- Lead the implementation of online enrichment content: locate and post videos and articles related to different STEM fields in research, current events, and industry.
- Work with MOSTEC leadership to coordinate webinars.
- 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**

<table>
<thead>
<tr>
<th>Term of Employment</th>
<th>June 18, 2016 – January 21, 2017</th>
<th>31 weeks</th>
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</thead>
<tbody>
<tr>
<td><strong>Time Commitment</strong></td>
<td></td>
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<tr>
<td>Training</td>
<td>June 18, 2016</td>
<td>6 hrs/day</td>
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<tr>
<td>Prep Phase</td>
<td>June 19, 2016 – June 28, 2016</td>
<td>4-6 hrs/week</td>
</tr>
<tr>
<td>Program Dates</td>
<td>June 29, 2016 – January 14, 2017</td>
<td>4-6 hrs/week</td>
</tr>
<tr>
<td>Final Webinar</td>
<td>January 14, 2017</td>
<td>1.5 hrs</td>
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</tbody>
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**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 – Content Facilitator

- Develop calendar for STEM enrichment content and generate short assignments for students.
- Create themed series of content, e.g. – week focused on Mechanical Engineering.
- Locate articles and videos, post them to MOSTEC weekly or biweekly, and generate discussion questions weekly.
- Serve as a moderator for MOSTEC webinars on a rotating basis, once per month or less.
- Help students with their online project coursework.
- Engage in online educational and social activities & discussions with students.
• Enforce the MOSTEC Code of Conduct among students and staff
• Notify MOSTEC Administrative Staff of any website quirks

Mentor

• Conduct online icebreakers and orientation for your cluster students
• Perform weekly check-ins on your cluster students
• Schedule Google+ Hangouts for your cluster
• 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
• 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
• 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
• Arrange on time for assigned shifts and perform required duties
• Eat 2-3 meals and participate in all social events with students
• Attend MOSTEC staff update meetings on a daily basis
• Notify MOSTEC Leadership of student misconduct immediately
• Notify MOSTEC Leadership (or 911, depending on the severity) of any student or staff emergencies immediately
• Provide a mature influence in the dormitory and at all events
• Complete other prep and wrap-up 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

• Basic knowledge of online social media
• Creative and 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 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.