Program: MIT Online Science, Technology, and Engineering Community (MOSTEC)  
Position: Online Project Course Instructor (Science Writing)  
Salary: $2,000

SUMMARY

- Create an open and positive learning environment that encourages students to ask questions and to be an active participant in an online course
- Develop or refine engaging, rigorous online curriculum
- Prepare online lessons and materials appropriate for active learning for the students
- Be available on a daily basis for students to ask questions about assignments and course concepts
- Document course curriculum and participate in program wrap-up

COMPENSATION

- $2,000 total
- 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 31, 2016 – August 31, 2016 3 months

Time Commitment

<table>
<thead>
<tr>
<th>Prep</th>
<th>May 31, 2016 – June 28, 2016</th>
<th>5 hours/week</th>
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<tbody>
<tr>
<td>Project</td>
<td>June 29, 2016 – August 1, 2016</td>
<td>15 hours/week</td>
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<tr>
<td>MOSTEC Conference</td>
<td>August 2, 2016 – August 6, 2016</td>
<td>10 hours</td>
</tr>
<tr>
<td>Wrap-Up &amp; Evaluations Writing</td>
<td>August 7, 2016 – August 31, 2016</td>
<td>5-10 hours/week</td>
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MOSTEC Conference Events (Required)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Welcome Dinner</td>
<td>August 2, 2016</td>
<td>5:30 – 8 PM</td>
</tr>
<tr>
<td>Science Writing Workshop Prep</td>
<td>August 3, 2016</td>
<td>5:00 – 5:45 PM</td>
</tr>
<tr>
<td>Science Writing Workshop</td>
<td>August 3, 2016</td>
<td>5:45 – 8:30 PM</td>
</tr>
<tr>
<td>Science Writing Workshop Wrap-Up</td>
<td>August 3, 2016</td>
<td>8:30 – 9:00 PM</td>
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RESPONSIBILITIES

Curriculum Development

- Work with team of Science Writing Instructors to develop or refine an engaging online curriculum for students, compatible with MOSTEC’s online platform
- Work with team of Science Writing Instructors to update last year’s syllabus as needed, including weekly readings, videos, assignments, and timelines
- Develop a final project that builds on the work that students are completing throughout the project course
- Submit all course documentation to MOSTEC at the end of the program
Teaching Responsibilities

- Host an introductory webinar at the beginning of MOSTEC
- Foster an open and positive online learning environment that encourages students to ask questions and to be an active participant
- Host online office hours for a minimum of 2 times per week for 2 hours per week where students can ask you questions in real-time
- Answer student questions in your project group within 24 hours
- Make time for each individual student each week to answer questions and give feedback
- Provide students with encouragement
- Attend staff training and weekly staff meetings
- Grade student assignments, record all grades, and provide individual feedback to students for each assignment

MOSTEC Conference

- Attend the MOSTEC Welcome Dinner on Tuesday, August 2, 2016
- Work with team of Science Writing Instructors to deliver an in-person workshop for all MOSTEC students from on Wednesday, August 3, 2016

Reporting

- Reply within 24 hours to all correspondence from MOSTEC Leadership
- Report to MOSTEC Leadership throughout the course of the week
- Complete final student evaluations and final survey when they are due
- Submit all course materials by the end of the MOSTEC Program

Other

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

Qualifications

- Graduate degree is preferred; Undergraduate degree is required
- Must know the subject in detail and/or work in the field
- Strong background and content base in desired course
- Teaching experience preferred, but not required
- Strong desire to mentor. Mentoring experience preferred, but not required
- Strong written and verbal communication skills

What MOSTEC Staff Members Should Know

MOSTEC is a three-month commitment.

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.
As noted in sections above, there are some in-person requirements for the position during the MOSTEC Conference, which may require taking some 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.