**Program:** Minority Introduction To Engineering and Science (MITES)

**Position:** Instructor (Part-Time; 24hr/wk)

**Employment Timeline:** Late June- August (~8 weeks)

**Starting Hourly Compensation:** $25.50

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**POSITION OVERVIEW:**

The MIT Office of Engineering Outreach Programs (OEOP) in the School of Engineering boasts a 40+ year history of providing engaging and rigorous science and engineering education enrichment for 350 middle and high school students from our local community and across the country. Our mission focuses on making science and engineering careers more accessible to students from underserved and underrepresented communities.

The MITES Instructor plays a critical role in working towards the program's goal of developing a cohort of “thinking minds” equipped to be successful in technical fields and at the country's top colleges and universities. With the assistance of a Teaching Assistant (TA), the Instructor is responsible for creating and implementing all course curriculum related to a particular college level course (2-3 times per week). Instructors will maintain an open and positive learning environment and prepare interactive lessons and course materials that promote active learning and challenge all students. Throughout the program, instructors are expected to assess student performance/academic needs and provide resources to help promote student's success. At the end of the program, instructors will document course materials and write narrative evaluations of each student. Instructors provide guidance and mentorship, playing a critical role in each student's experience.

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**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

**Instructional**

- Prepare and implement interactive lessons for class that promote active learning by the students.
- Include at least one hands on and active project/experiment weekly.
- Prepare and assign weekly problem sets, solution sets, exams, and other class materials.
- Create an open and positive learning environment that encourages students to ask questions and to be active participants.
- Set and hold students accountable to classroom values and expectations.
- Communicate expectations and division of course-related tasks with TA. Provide course TA the necessary materials/information to support student learning.
- Provide students with the resources and guidance necessary for learning the fundamental concepts in their course.
- Collect feedback from students and teaching assistants throughout program to assess effectiveness in classroom.
- Assess student ability and growth in order to challenge and support each student academically.
- Prior to start of program, create and submit a syllabus and supply request to OEOP office.
- Be available via email to answer questions regarding course material.
- Complete final evaluations, and a final survey within a month of program ending unless otherwise specified by MITES Leadership team.
- In collaboration with TA, track of student performance and concerns.
- In collaboration with TA, document and submit all course materials to the OEOP.
Administrative and Programmatic

- Help foster a supportive, safe, and positive environment that builds a sense of community among program participants.
- Participate in mandatory staff meetings, trainings and a few special events.
- Provide a mature influence and ensure that participants are meeting program expectations/processes and Institute guidelines for programs with minors.
- Mentor students and provide advice about successfully navigating MITES experience.
- Help implement student support and improvement plans and check-in with students around their progress.
- Keep the MITES Leadership team informed of key incidents within 24 hours of occurrence. Report urgent or sensitive student concerns immediately to MITES Leadership. Assist with urgent matters concerning program participants as needed.
- Reply in a timely fashion to correspondence from MITES Leadership team.
- Identify and respond to students’ needs for information, especially in regards to student concerns promptly.
- Complete pre, mid-, and post-program evaluation surveys on program experience.

Perform other tasks as needed

Qualifications and Skills:

- Bachelor’s degree required; graduate degree preferred.
- Detailed knowledge and strong background in field related to course.
- Ability to work part-time schedule of at least 24 hours per week, including a few events that may fall outside of the typical weekly class schedule and on a weekend/evening. Other MIT employment may impact eligibility for the job due to potential conflicts.
- Strong desire to mentor and teach. Teaching experience preferred, but not required.
- Experience with high-achieving students from diverse backgrounds preferred.
- Excellent written and verbal communication skills.
- Position requires satisfactory completion of background check.