



MIT Introduction to Technology,
Engineering, and Science

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MITES Saturdays Academic Mentoring Seminar (AMS) Instructor

Program: MITES Saturdays

Position: Academic Mentoring Seminar Instructor (Part-time, 10-12 hours/session includes approximately 4 hours of prep)

Employment Timeline*: September - November 2023 (8 Saturdays and occasional evenings)

Compensation: \$30/hour

**Semester course list and program dates below*

POSITION OVERVIEW

MIT Introduction to Technology, Engineering, and Science (MITES) in the School of Engineering boasts nearly 45 year history of providing engaging and rigorous science and engineering education enrichment for more than 400 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 Saturdays Academic Mentoring Seminar (AMS) 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. In collaboration with other Academic Mentoring Seminar Instructors, the AMS Instructor is responsible for creating and implementing a comprehensive curriculum focused on leadership, character education, social-emotional skill building, high academic achievement, college and career access, and community/social action. Throughout the program, Instructors are expected to assess student performance/academic needs and provide resources to help promote student 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.

PRINCIPAL DUTIES AND RESPONSIBILITIES**

Instructional

- Develop and implement a curriculum with interactive lessons for class that promote active learning by the students. This curriculum should include syllabus, course goals/outcomes, weekly lectures/videos/readings, guest speakers, and discussions.
- Create an open and positive learning environment that encourages students to ask questions and to be active participants by providing emotional support and encouragement.
- Prior to the start of the program, create and submit a syllabus and supply request to the MITES team.
- Track student performance and concerns.
- Set and hold students accountable to MITES Saturdays and virtual classroom values and expectations.
- Prior to the start of the program, communicate with the Academic Mentoring Seminar instructional team and Project Course Instructor to plan curriculum.





- Provide students with the resources and guidance necessary for learning the fundamental concepts in their course.
- Collect feedback from students throughout the program to assess effectiveness in the classroom. Assess student ability and growth in order to challenge and support each student academically. Be available via email to answer questions regarding course material.
- Document and submit all course materials to MITES upon program completion.
- Create and share digital, abridged versions of lesson plans for absent students.
- Help students set appropriate academic and personal goals; create mechanisms to monitor progress towards goals.
- Maintain a culture around secondary and post-secondary achievement for students and families. In collaboration with the MITES Saturdays Leadership, organize and facilitate additional workshops for current students and alumni related to college transitions and STEM access topics. This includes leading a program wide project or workshop.

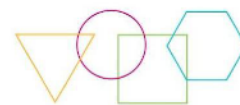
Administrative and Programmatic

- Help foster a supportive, safe, and positive environment that builds a sense of community among program participants.
- Participate in mandatory staff meetings, training, 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 the MITES Saturdays experience.
- Help implement student support and improvement plans and check in with students around their progress.
- Keep MITES Saturdays Leadership team informed of key incidents within 24 hours of occurrence.
- Report urgent or sensitive student concerns immediately to MITES Saturdays Leadership. Assist with urgent matters concerning program participants as needed.
- Reply in a timely fashion to correspondence from MITES Saturdays Leadership team. Identify and respond to students' needs for information, especially in regards to student concerns, promptly.
- Complete program evaluation surveys on program experience.
- Submit timesheets on a weekly basis
- Perform other tasks as needed.

QUALIFICATIONS AND SKILLS

- Bachelor's degree required; graduate degree in school counseling, education, support services, or related field preferred.
- Detailed knowledge and strong background in education, college access, youth counseling, or related field.
- Ability to work a part-time schedule of up to 20 hours per week, including all Saturday sessions.
- Staff are required to attend all Saturday sessions and may be required to attend occasional evening events.
- Other MIT employment may impact eligibility for the job due to potential conflicts.
- Ability to navigate difficult conversations with compassion, confidentiality, and professionalism.





- Excellent written and verbal communication skills.
- Strong interpersonal and collaboration skills.
- Strong skills in diplomacy, problem solving, and conflict management.
- Strong desire to mentor and to teach. Teaching experience preferred.
- Demonstrated understanding and commitment to diversity, equity, and inclusion, including supporting students with intersecting marginalized identities.
- Prior experience working with middle or high school- aged students preferred.
- Experience with high-achieving students from diverse backgrounds is preferred.
- Solution-oriented, flexible, and self-motivated.
- Candidates with previous experience working in MITES programs are strongly encouraged to apply.
- Position requires satisfactory completion of background check.

FALL 2023 COURSES*

8th Grade - Materials Chemistry and Engineering

9th Grade - Mechanical Engineering

10th Grade - Computer Science

11th Grade - Aerospace Engineering

12th Grade - Engineering Design and Data Visualization

All Grades - Academic Mentoring Seminar*

**Each grade has its own Academic Mentoring Seminar (AMS) course taught by 1 AMS instructor per grade level.*

PROGRAM DATES

Fall 2023	
Sat., Sept. 16, 23	Session 1 - Orientation
Sat., Sept., 23, 23	Session 2
Sat., Sept., 30, 23	Session 3
Sat., Oct. 7, 23	OFF
Sat., Oct. 14, 23	Session 4
Sat., Oct. 21, 23	Session 5
Sat., Oct. 28, 23	OFF
Sat., Nov. 4, 23	Session 6
Sat., Nov. 11, 23	Session 7
Sat., Nov. 18, 23	Session 8 - Final Symposium

******To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.





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