



MIT Introduction to Technology,
Engineering, and Science

77 Massachusetts Avenue, Room E17-139
Cambridge, MA 02139
617.253.8052
mites@mit.edu
mites.mit.edu

MITES Saturdays Project Course Instructor

Program: MITES Saturdays

Position: Project Course 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 Saturday Project Course 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 a course curriculum related to a particular college level course. 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 for each student. Instructors provide guidance and mentorship, playing a critical role in each student's experience.

PRINCIPAL DUTIES AND RESPONSIBILITIES**

Instructional

- Develop/Adapt and implement a curriculum with interactive lessons for class that promote active learning by students and include hands-on and active project/experiment for each session. The curriculum should include syllabus, course goals/outcomes, weekly lectures/videos/readings, assignments, and discussions.
- Create an open and positive learning environment that encourages students to ask questions and to be active participants by providing support and encouragement.
- Prior to the start of the program, create and submit a syllabus with course goals and supply requests to the MITES Team. In collaboration with TA, track student performance and concerns.
- Create and assign homework that supports the curriculum. Provide timely feedback to





students on each assignment. Set and hold students accountable to MITES Saturday values and expectations.

- Communicate expectations and division of course-related tasks with TA.
- 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.
- Prior to the start of the program, communicate with the AMS Instructor to plan the curriculum.
- Be available via email to answer questions regarding course material.
- Complete narrative evaluations for students and complete program evaluation surveys within a month of program ending unless otherwise specified by the MITES Saturday Leadership team.
- In collaboration with TA, document and submit all course materials to MITES.
- Create and share digital, abridged versions of lesson plans for absent students.

Administrative and Programmatic

- Help foster a supportive, safe, and positive environment that builds a sense of community among program participants.
- Provide course TA the necessary materials and information to support student learning. 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 Saturday experience. Help implement student support and improvement plans and check-in with students around their progress.
- Keep the MITES Saturday Leadership team informed of key incidents within 24 hours of occurrence.
- Report urgent or sensitive student concerns immediately to MITES Saturday Leadership. Assist with urgent matters concerning program participants as needed.
- Reply in a timely fashion to correspondence from MITES Saturday 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 preferred.
- Detailed knowledge and strong background in fields related to the course.
- Ability to work part-time, 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 desire to mentor and to teach. Teaching experience preferred.
- Prior experience working with middle or high school- aged students preferred.
- Experience with high-achieving students from diverse backgrounds is preferred.
- Demonstrated understanding and commitment to diversity, equity, and inclusion, including supporting students with intersecting marginalized identities.
- 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 Sep 16, 23	Session 1 - Orientation
Sat Sep 23, 23	Session 2
Sat Sep 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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