



MIT Introduction to Technology,
Engineering, and Science

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MITES Saturdays Teaching Assistant

Program: MITES Saturdays

Position: Teaching Assistant (Part-time, 10-12 hours/session includes approximately 4 hours of prep)

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

Compensation: \$15/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 Teaching Assistant assists the Project Course and Academic Mentoring Instructors in implementing curriculum through participating in classes, tracking/reporting on student performance and attendance. The Teaching Assistant fosters a supportive, safe, and positive environment. The Teaching Assistant assists in the implementation of the MITES Saturdays during the course of the academic term including overseeing Saturday activities. The Teaching Assistant communicates and meets regularly with a collaborative team to ensure the wellbeing and success of program participants. Teaching Assistants provide guidance, mentorship, and play a critical role in each student's experience.

PRINCIPAL DUTIES AND RESPONSIBILITIES**

Administrative and Programmatic

- Assist in the implementation of the MITES Saturdays calendar during the course of the semester including overseeing Saturday activities.
- Help foster a supportive, safe, and positive learning environment that builds a sense of community among program participants.
- Provide a mature and positive influence and ensure that participants are meeting program expectations/processes and Institute guidelines for programs with minors.
- Assist in holding participants accountable to meeting program expectations/processes and Institute guidelines for programs with minors
- Providing guidance about the college admissions process and being a student at a university is highly encouraged.
- Help implement student support and improvement plans and check in with students about their well-being and course progress.
- Participate in mandatory staff meetings, training, and a few special events.



- Keep the 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 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 pre, mid-, and post-program evaluation surveys on program experience.
- Submit timesheets on a weekly basis

Academic

- Assist instructors with the instructional responsibilities and the implementation of curriculum for a specific college-level engineering course.
- Actively participate and support the instructors in class. Grade homework, collect and distribute class materials, track student performance and attendance, and prepare class activities.
- Communicate academic notes and progress of individual students to assigned instructors regularly for use at the end of program student evaluation.
- Be available for individual tutoring sessions as assigned/approved.
- Plan and lead weekly recitation and office hours
- In collaboration with the instructors, document and submit all lesson plans and course materials to MITES Saturdays Leadership.
- Attend seminars, technical talks, or other MITES Saturdays activities with the students.
- Assist the instructors in leading a class of 15-30 students, providing a safe and supportive environment and being aware of student performance and wellbeing.

Supervising and Mentoring

- Lead a cluster of 15-20 students, providing a safe and supportive environment and being aware of student performance and well-being.
- Prompt, regular attendance checks and ensure safety and timeliness of students.
- Assist with supervising students
- Establish a rapport and personal connection with students, particularly those within your class. In collaboration with other MITES Saturdays staff, plan and implement social, educational, and recreational activities and special events.
- Mentor students and provide advice about choosing a college and career, when asked, and successfully navigating the MITES Saturdays Academy experience.
- Perform other duties as assigned.

QUALIFICATIONS AND SKILLS

- One-year college-level coursework; upperclassmen preferred.
- Strong background and content base in desired course.
- Ability to work a part-time schedule of up to 10 hours per week, including all Saturday sessions and may be required to attend occasional evening events and communicate with students outside of Saturday sessions.
- Other MIT employment may impact eligibility for the job due to potential conflicts. Strong desire to mentor and lead.



- Teaching/mentoring experience preferred.
- Strong desire to teach and mentor. Teaching/Mentoring experience preferred, but not required.
- Demonstrated understanding and commitment to diversity, equity, and inclusion, including supporting students with intersecting marginalized identities.
- Ability to maintain confidential information and high level of professionalism.
- Solution-oriented, flexible, and self-motivated.
- Strong interpersonal and communication skills.
- Ability to teach multiple courses preferred.
- 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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