WTP EECS 2022 Program Facilitator Role

Make a Difference: Work for WTP-EECS this summer!

We will hire 1 WTP-EECS 2022 Program Facilitator

The MIT Women's Technology Program (WTP) is a four-week summer academic experience to introduce high school students to engineering and computer science in the summer after 11th grade. The goal of the WTP-EECS curriculum track is to give these students an initial exposure to EECS in a supportive, collaborative learning environment, and get them excited about learning more after WTP ends.

- Program Facilitator must be current MIT or Wellesley student (or recent graduate).
- Program Facilitator must be age 18 or older as of June 13, 2022.
- Women and other genders historically underrepresented in engineering are preferred.

The best Program Facilitators have a dedication to mentoring and teaching and enthusiasm for STEM education that they want to communicate to high school students.

Overview: The Program Facilitator assists the Program Director and WTP-EECS Coordinator (Cynthia Skier) by providing general administrative, communications and logistical support. The Program Facilitator also plans and implements activities that promote collaboration and community, and that foster a supportive, safe, and positive environment. The Program Facilitator works with all WTP staff to help mentor students.

We do not yet know whether WTP 2022 will be a virtual online program (as it was in summer 2021) or if we can return to the pre-COVID residential format on the MIT campus. See this FAQ. If WTP 2022 is residential, in addition to other responsibilities the Program Facilitator must live in the dorm with the WTP minor students, providing supervision and support, leading evening and weekend social activities, and setting up and maintaining dorm common areas (kitchens, lounges).

The Program Facilitator will perform ALL the Responsibilities listed below in either format, but the method of delivery will vary for virtual online vs. residential format.

Program Facilitator Responsibilities - Overview:

- Help set up communications platforms (Discord, Slack, Canvas) and distribute daily announcements
- Create Orientation Weekend materials and activities and prepare for students
- Create and lead Orientation and ongoing activities that promote community and collaboration
- Attend Mon-Fri WTP-EECS Staff meetings
- Assist with Mon-Fri Guest Speaker talks (in Zoom, or as catered in-person lunches)
- Support students as they deal with challenges of WTP curriculum or being away from home
- Assist students with presentation aspects of class and other projects: PowerPoints, videos, photos
- If Online: help Instructors host M-F evening office hours in Zoom breakout rooms
- If Residential: plan and lead weekend field trips and evening dorm social and dining activities
- Monthbook: help students with planning, design, and final delivery for printing
- Organize student videos (project demos, WTP learning) into a final day presentation
- Be a mature influence, mentor, and role model for the students

This job requires true commitment and dedication…
…but it is also lots of fun and very rewarding!

See the next page for more details about the job responsibilities, schedule, and How to Apply.
WTP-EECS 2022 Program Facilitator Job Description- Details

Administrative and Logistical:
- Before WTP students arrive: During the 2 weeks (6/13-24) of staff training:
  - Set up Discord channel for student and staff group communications.
  - Help students set up Kerberos usernames and passwords, and access to Slack and Canvas.
  - Help prepare Orientation Weekend materials, communications, and welcome activities.
  - If residential: set-up the dorm common areas (kitchen, lounges, bulletin board).
  - Attend all Mon-Fri staff meetings to prepare yourself for the Program Facilitator role.
- Once WTP students are in session 6/25-7/23:
  - Help with Orientation weekend activities 6/25-26; lead ice breakers, help get students involved.
  - Assist Program Director with daily announcements, calendar, and other communications.
  - Assist with Mon-Fri Guest Speaker talks (in Zoom, or as catered in-person lunches).
  - If online/remote, help Instructors facilitate M-F evening office hours in Zoom breakout rooms.
  - If residential: organize nightly student check-ins schedule, plan and lead weekend field trips.
  - Help students 7/18-23: with Physics of Energy/ Motor projects, Monthbook creation, and closing events.
  - Note students who may be having academic difficulties and consult with other staff about how to help.
- After WTP students depart: Wrap up online and dorm materials 7/25-29, help with college recommendations.

Community:
- Promote collaboration, working together to brainstorm and problem-solve. Socialize with the students and other staff. Be a good listener and observer.
- Notice when students are having problems (socially shy, having difficulties with academics, online or dorm environment, making friends at WTP). Try to help or get help for the student from other staff.
- Talk with students about MIT, prospective majors, and college life, research or internships you’ve done; be a person they feel they can approach with questions about academics and possible future career directions.
- Plan and lead fun activities such as game nights, virtual (or in-person) tours of MIT and Boston.

Role Model:
- Be a mature influence and role model.
- Provide the WTP students with support and encouragement to ensure their well-being as they are challenged by the WTP curriculum.
- Program Facilitators are friendly to the WTP high school students, but they are also figures of responsibility (we will go over the necessary boundaries with minors during staff training).

Compensation:
WTP is a paid full-time position, $750/week for 7 weeks: Total $5,250 (before taxes).
Program Facilitators should not have any other jobs, classes, or responsibilities during these 7 weeks.

If WTP 2022 is residential: WTP will provide and pay for your MIT dorm housing and a food allowance.
If WTP is virtual: you would work from your own home and teach via Zoom (unless we can arrange for MIT dorm housing).

Schedule: Sunday, June 12 through Friday, July 29, 2022
June 12 is a travel/move into the dorm day if WTP is residential.
June 13-24 Staff Training: Meetings and class preparations, Mon-Fri roughly 9:30am – 4:30pm EDT.

June 25 - July 23 WTP in Session: You will help host Mon-Fri Guest Speaker events, help run office hours in the evenings in Zoom if we are virtual, and supervise minor students (nightly check-ins) in the dorm if we are residential. If residential you must make the dorm your primary residence and lead evening/weekend social activities and field trips. Work with the students to create the Monthbook and short videos and/or PowerPoints for final day presentations.

July 24 –29: Final wrap-up: help with administrative close-down and college recommendation letters for the WTP students. If residential, clean out your own dorm room and common areas and pack up WTP dorm supplies.

Most of all: do all you can to make the WTP experience fun, educational, and safe for our students!

To Apply: 2 step process:
1. Complete the WTP-EECS Tutor or Program Facilitator Application: WTP-EECS 2022 AND
2. Email wtp-eeecs@mit.edu to schedule an interview. Attach your Resume AND Website Grade Report or Unofficial Transcript (even if you are a first-year student with only P/NR).

MIT requires all WTP Staff to undergo a background check before hiring, and sign the MIT Code of Conduct for Programs Involving Minors during staff training in June.