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 are well organized and detail-oriented, and also have a dedication to mentoring and enthusiasm for STEM education that they want to communicate to high school students.

Overview: The Program Facilitator assists the Program Director/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.

WTP 2022 will be a virtual online program (as it was in summer 2021) see this FAQ

Program Facilitator Responsibilities - Overview:

- Help set up communications platforms (Discord, Slack, Canvas) and distribute announcements
- Create Orientation Weekend materials and ice breakers for students and lead activities
- Create and lead ongoing activities that promote community and collaboration (games, socializing)
- Attend Mon-Fri WTP-EECS Staff meetings
- Assist with Mon-Fri Guest Speaker talks
- Help Instructors host M-F evening office hours in Zoom breakout rooms
- Assist students with PowerPoints, videos, and photos for course assignments and final week events
- Monthbook: help students with planning, design, and final .pdf delivery for last day reveal and printing.
- Gather and organize student 1.5 minute videos into a presentation for last day of WTP.
- Be a mature influence, mentor, and role model for the students
- Support students as they deal with challenges of WTP curriculum
- Assist the WTP Program Director as needed throughout the weeks of the program

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

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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 (this may be 3 weeks-- see Schedule):
  - 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.
  - Attend all Mon-Fri staff meetings to prepare yourself for the Program Facilitator role.
- Once WTP students are in session 6/25-7/22:
  - 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)
  - Help Instructors facilitate M-F evening office hours in Zoom breakout rooms.
  - Note students who may be having academic difficulties and consult with other staff about how to help.
- After WTP students depart: Wrap up online 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, challenged by the online environment, need some structure to make friends at WTP). Try to help or get help for the student.
- 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 online games or virtual tours of MIT.

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)

WTP 2022 is virtual: you will work from your own home online. We are also currently exploring whether MIT will allow WTP to provide dorm housing for Tutors and the Program Facilitator, so staff can live together on campus.

Compensation:
WTP is a paid full-time position, $750/week for 7 weeks: Total $5,250 (before taxes).
We may possibly start a week earlier to increase staff training time. If so, we would pay you for 8 weeks -- Total $6,000.

Program Facilitators should not have any other jobs, classes, or responsibilities during the weeks working for WTP.

Schedule: Sunday, June 13 through Friday, July 29, 2022
June 13-24 Staff Training: Meetings and class preparations, Mon-Fri roughly 9:30am – 4:30pm EDT.
(Staff training may start one week earlier (June 6) to allow more preparation time).

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. You will work with the students to create the Monthbook. You will also help them with their Physics of Energy PowerPoint slides and collect and organize their short videos into the last day of WTP presentation.

July 24 –29: Final wrap-up: help with administrative close-down and college recommendation letters for the WTP students. If living in dorm: clean out own room, pack up WTP 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-eecs@mit.edu to schedule an interview. Attach your Resume AND Websis 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 follow the MIT Guidelines for Online Programs for Minors.

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