

# WTP-EECS 2017 Residential Assistant Job Description

To Apply: complete the online [Residential Assistant Application Form](#)

This is a paid full-time position for 7 weeks, plus MIT dorm housing and free food. **Residential Assistants may not have any other jobs, classes, or responsibilities during the 7 weeks of WTP: Monday, June 12 through Friday, July 28, 2017.**

**WTP will reserve and pay for dorm Housing for Residential Assistants from 6/12-7/28.** Please note: WTP **cannot** provide housing for the weeks before or after WTP- it is up to the RA to make her own arrangements. Dorm location is expected to be McCormick again this summer.

**June 12-23** Staff Training: Move into dorm on June 12. Meetings and dorm preparations start June 13, every weekday roughly 9:30am - 4pm.

**June 24 - July 22:** WTP in Session, high school students here: Make the dorm your primary residence and sleep there when on duty. Your work schedule will include working all weekends and most weekday evenings, leading social activities and field trips. Each week day (6/26-7/14) one Residential Assistant will be on duty to help with Guest Speaker lunches or to handle unexpected things such as staying with a sick student. You will also work several days during the Motor Building project (7/17-20). There will be a rotating schedule of days/evenings off.

**July 23 - 28:** Final wrap-up: clean dorm common areas and kitchens, pack up dorm materials and return them to WTP office. Help write college recommendation letters for the WTP students. Clean out your own dorm room and leave in move-in condition.

## **WTP-EECS Residential Assistants have the following responsibilities:**

- Be a mature influence and role model; provide the WTP students with emotional support and encouragement and work to ensure their safety and well-being. Follow and enforce all WTP and MIT rules and behavior expectations. Monitor that students sign out when leaving the dorm so we know where they are, especially if they are leaving campus. Know the WTP emergency procedures and when to contact MIT Police or MIT Medical.
- Work during the 2 weeks before the WTP students arrive preparing the dorm common areas and kitchen (if we have one in 2017) to create a welcoming living environment. Set up bulletin boards for communication about activities and student sign-out boards. Organize and distribute materials in student rooms before arrival: information packets, t-shirts, lanyards. After students arrive, be a friendly resource for them evenings and weekends. Assist in the lab during Motor Building project: help with their motor designs and supervise students on shop machines. Help students plan and create the WTP-EECS Monthbook. If able, help students with nightly homework for WTP classes. Provide moral support and study breaks.
- Assist with Orientation Weekend activities June 24-25: accompany bus or cabs transporting students between Logan Airport and MIT; assist all arriving students as they settle into the dorm and get acquainted. Help them purchase items they did not bring from home, or handle any problems, such as lost luggage. Lead Sunday scavenger hunt and after-dinner activities.
- During the 4 weeks when the WTP students are at WTP, you **must** make the MIT dorm (still to be determined for 2017) your primary residence and spend nights in your assigned WTP dorm room unless it is a scheduled off-duty night. On evenings when you are on-duty, check-in your assigned WTP students (at 11pm Sun-Thurs, midnight Fri & Sat); make sure all students are accounted for, report any problems immediately to the EECS Track Coordinator (Cynthia Skier). Be sure that no overnight guests (non-WTP people of either gender) stay overnight in the WTP student or staff rooms or common areas.
- Socialize and dine with the students, evenings and weekends; talk with them about MIT, prospective majors, and college life, and be a person they feel they can approach with problems or concerns.
- Help plan safe and fun field trips and other group outings, and accompany students. Communicate information about these events to students and staff. If in doubt about whether an activity is appropriate, or if tickets or MBTA fares are needed, talk with the EECS Track Coordinator (Cynthia Skier) **before** offering the activity to students. Initiate and lead activities and entertainment in the dorm (such as board games, movies, crafts, baking) and communicate information about these activities to students. Promote interaction and activities with the WTP-ME curriculum track.
- Attend EECS staff meetings (tentatively Monday – Friday 4:15-5pm) while WTP students are on campus, reporting any difficulties they may be having. Work with other staff to help communicate with the students and address any problems.
- Help students and staff keep the floor common areas organized, clean, and stocked with group supplies. If the dorm we are in this year has a kitchen, help with help with grocery shopping, cooking some meals, and baking. After the students leave, pack up WTP residential supplies for next year and make sure kitchens and common areas are clean.
- Do everything you can to make the WTP experience fun, educational, and safe for our students!

Residential Assistants are friendly to the WTP high school students, but they are also figures of authority and responsibility who must enforce WTP rules and policies. It is **very** important that Residential report **anything** that might require counseling, medical attention, or judicial follow up as soon as possible to the WTP Track Coordinators to ensure the safety of the WTP students.

**This job requires true commitment and dedication and long hours, but it is also lots of fun and very rewarding!**

**All WTP staff must abide by the MIT Code of Conduct for Programs Involving Minors (below). MIT also requires that all WTP staff undergo a routine background check before they can be hired.**

### **Code of Conduct, MIT Faculty, Staff and Students – Programs Involving Minors**

For purposes of this Code of Conduct: 1) “**staff**” shall include, without limitation, paid and unpaid appointments, exempt, non-exempt, temporary, volunteers, MIT students (graduate and undergraduate), and visiting students from other universities; 2) “**minors**” shall be defined as individuals under age 18 who are not enrolled in college, and; 3) “**program**” shall include, without limitation, demonstrations, lectures, classes, tours, competitions, tournaments, or other programs, on or off campus, sponsored, sanctioned, approved or otherwise authorized by MIT involving minors.

1. Staff will maintain a respectful, professional, mentoring relationship with the minors.
2. Staff will refrain from any intimate contact with or inappropriate touching of minors.
3. Staff will refrain from intimate displays of affection towards others in the presence of minors.
4. Staff must appear clean, neat, and dressed appropriately for all program activities.
5. Profanity, inappropriate jokes, sharing intimate details of one’s personal life, display of offensive or sexually explicit materials in any form, and any other kind of inappropriate behavior in the presence of a minor is prohibited.
6. Staff will portray a positive role model for minors by demonstrating patience, courtesy, tact and maturity.
7. Staff are not permitted to drive minors to/from their homes or to transport minors to any programming activities on a one-on-one basis. Staff must confirm insurance coverage in advance, with the Office of Insurance, for any transportation arrangements involving the group travel of minors.
8. Staff should not give any gifts to minors, nor shall staff accept gifts from minors or their family members.
9. Staff may not date minors.
10. Staff may not physically discipline or emotionally abuse minors.
11. Staff shall endeavor to limit one-on-one interactions with minors to open, public areas.
12. Staff are reminded of their obligation to comply with all MIT policies, including, without limitation, *MIT Policies & Procedures, Section 9.0, Relations and Responsibilities Within MIT* (<http://web.mit.edu/policies/9/index.html>). Staff are not permitted to use, possess, drink, or otherwise be under the influence of alcohol or illegal substances while working with or supervising minors.
13. Staff should not initiate any individual contact with minors outside of the program setting, with very limited exceptions, using social media of any kind, including, without limitation, Facebook, telephone, texting, or other inappropriate communication, unless the communications are sent to all Program participants and staff. Program staff shall promptly discourage any inappropriate communications from minors. Staff should only call minors for program-specific reasons (e.g. reminders for upcoming events, schedule changes, required releases, cancellations, etc.). Such communications should be brief. Any communications after the Program ends should be for mentoring and application assistance only. Relationships should remain professional with minors post-Program.