Make A Difference: Work for WTP this summer!

The MIT Women’s Technology Program (WTP) is a four week summer experience to introduce top math and science high school girls to engineering and computer science. Many WTP alumnae are now MIT students; others are studying engineering and computer science at other colleges, so this program really makes a difference and sparks their interest in these fields! View this YouTube video https://tinyurl.com/WTPMIT to learn more about WTP!

Residential Assistant Job: Women’s Technology Program in EECS - 2019

Residential Assistants (RAs) are typically rising MIT sophomores. They do not usually have enough technical knowledge of EE, CS, or Math to be a classroom Residential Tutor. Some attended WTP when they were in high school. They live in the dorm and help create a warm and welcoming community, organizing study breaks and weekend exploration of Boston and Cambridge. RAs will be trained to assist in the classroom for the final motor building project, but do not have academic or tutoring responsibilities in other WTP-EECS classes. See the next page for more details about the job responsibilities.

Requirements: Residential Assistants must be current MIT female undergraduates (or recent graduates) who are age 18 or older.

Schedule: This is a paid full-time position, $500/week for 7 weeks, June 17 – August 2, 2019, plus MIT dorm housing and free food.

WTP will reserve and pay for dorm Housing for Residential Assistants from 6/17-8/2. Please note: WTP cannot provide housing for the summer weeks before or after WTP; it is up to the RA to make her own arrangements. Dorm location is not yet determined for 2019 and move-in date may possibly change (this depends on when MIT Housing allows us to start).

June 17-28 Staff Training: Meetings and dorm preparations, Mon-Fri roughly 9:30am - 4pm.

June 29 - July 27 WTP in Session: WTP high school students are on campus. Make the dorm your primary residence; you must sleep there unless it is your assigned night off. Your work schedule will include working every weekend (day and night) and most weekday evenings. For the first 3 weeks (7/1-7/19) one Residential Assistant will be on duty each weekday to help with Guest Speaker lunches or to handle unexpected things such as staying with a sick student. You will also work several days in the lab during the Motor Building project (7/22-25).

July 28 – August 2: Final wrap-up: clean dorm common areas, pack up dorm materials for next year, help write college recommendation letters for the WTP students. Clean out your own dorm room and leave in move-in condition.

The best RAs have a dedication to mentoring and an enthusiasm for STEM (Science, Technology, Engineering, Math) that they want to share with younger women.

It is important that you have NO other responsibilities or jobs June 17 – August 2, 2019.

This job requires true commitment and dedication...

...but it is also lots of fun and very rewarding!

See next page for more details about the job responsibilities and How to Apply.
WTP-EECS 2019 Residential Assistant Job Description

WTP-EECS Residential Assistant (RA) Responsibilities:

• **Overview:** 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. RAs are friendly to the WTP high school students, but they are also figures of authority and responsibility. It is very important that staff 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. 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 Medical.

• **Preparation and Staff Training:** Work during the 2 weeks before the WTP students arrive preparing the dorm common areas and kitchens (if we have in 2019) to create a welcoming living environment. Attend all staff training sessions to prepare yourself for the RA role. Set up bulletin boards for communication about activities and student sign-out boards. Create and organize materials for students to receive on arrival: information packets, t-shirts, lanyards. Prepare Orientation Weekend activities.

• **Orientation Weekend** June 29-30: 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.

• **After students arrive:** During the 4 weeks when the WTP students are at WTP, you **must** make the WTP dorm (still to be determined for 2019) your primary residence. Spend nights in your assigned WTP dorm room 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.

• **In the Dorm:** Initiate and lead activities, study breaks, and entertainment in the dorm (such as board games, movies, crafts, birthday celebrations) and communicate information about these activities to students. Socialize and dine with the students, evenings and weekends, be a friendly resource. Talk with them about MIT, prospective majors, and college life, and be a person they feel they can approach with problems or concerns. Provide moral support and stress-relieving fun, help them get to know each other. Lead weekly “Family Meetings” to answer student questions and address any issues. 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 grocery shopping, cooking some meals, and baking. If there are no kitchens, you may sometimes need to order take-out dinners for the group from restaurants (you will have an MIT Purchasing Credit Card). Promote interaction and activities with the WTP-ME curriculum track and assist the WTP-ME RA when needed.

• **Off Campus:** Help plan safe and fun group outings, and accompany students on weekend all-WTP-EECS field trips. Help 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.

• **Staff meetings:** attend daily (tentatively Monday – Friday 4:15-5pm, from July 1-19, reporting any difficulties in the dorm or that students are having. Work with other staff to help communicate with the students and address any problems.

• **Motor Building and Monthbook:** Assist in the lab during Motor Building project July 22-25: help with their motor designs and supervise students on shop machines (you will be trained for this). Help students plan and create the WTP-EECS Monthbook.

• **After the students leave:** pack up WTP residential supplies for next year and make sure kitchens and common areas are clean. Help write college letters of recommendation for the students. Clean out your own dorm room and leave in move-in condition.

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

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

**To Apply:**

1) Complete the [WTP-EECS Residential Assistant Application](https://tinyurl.com/2019ResAssts) AND

2) Also Email to WTP-EECS your Resume AND most current Grade Report/Unofficial Transcript to request an interview. If you are a first-year student and do not yet have a grade report, indicate that in the email text.

MIT requires all WTP Staff to undergo a background check before hiring, and sign the [MIT Code of Conduct for Programs Involving Minors](https://www.its.mit.edu/).