

Do you like to Teach and Mentor ?



Want to
introduce high
school girls to
EECS?



Work this summer as a **Residential Tutor** for WTP-EECS!

We need female MIT students (or recent graduates) who can help teach **Electrical Engineering**, **Computer Science**, OR **Discrete Mathematics** and live in the dorm with the students.
(You don't have to be a Course 6 major to apply)

You get pay, plus housing and food!

2017 Summer Dates: June 12 - July 28

WTP-EECS 2017 Residential Tutor Job Description

To Apply: complete the online [WTP-EECS Residential Tutor Application](#)

This is a paid full-time position for 7 weeks, plus MIT dorm housing and free food. **Residential Tutors 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 Tutors from 6/12-7/28. Please note: WTP **cannot** provide housing for the weeks before or after WTP- it is up to the Tutor 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 class preparations start June 13, every weekday roughly 9:30am - 4pm.

June 24 - July 22: WTP in Session, high school students are on campus: Make the dorm your primary residence; sleep there unless it is your assigned night off. You will have a work schedule that includes working most weekdays in the classrooms, running homework sessions in the evenings, and leading social activities and field trips on weekends. There is a rotating schedule of days/evenings off.

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

WTP-EECS Residential Tutors 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 Medical.
- Academic: During the 2 weeks before WTP students arrive, help prepare classes and labs, and attend all staff training sessions. After students arrive, work in your assigned classroom (EE, CS, or Math) during weekday class hours. Set up labs, prepare class materials, assist students with concepts, assignments and projects, and correct homework. Tutor WTP students in the evenings; lead office hours and labs. Residential Tutors are also encouraged to prepare and teach one class lecture on a topic of their choosing within the curriculum. Assist with the Motor Building project, supervising students on shop machines and helping with motor designs (we will train you). At end, help wrap up the curriculum for next year and write WTP student college recommendation letters.
- Residential: Assist with Orientation Weekend activities June 24-25: accompany bus or cabs transporting students between Logan Airport and MIT, help students settle into the dorm. During the 4 weeks when the WTP students are at WTP, you must make the MIT dorm (probably McCormick) 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, reporting 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. At program end, help students pack and ship items home.
- 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 (Monday – Friday, tentatively 4:15-5:30pm) 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 cooking some meals or baking with the students.
- Do everything you can to make the WTP experience fun, educational, and safe for our students!

Residential Tutors 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 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.

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.