

Program: Confronting Obstacles and Realizing Excellence (CORE) Program

Position: Teaching Assistant

Stipend: \$1,500

SUMMARY

- Help Boston- and Cambridge-area 8th and 9th graders interested in STEM fields to improve their math skills
- During the two weeks, we anticipate the participation of 15-20 students
- An instructional team will be comprised of one head instructor and two teaching assistants

COMPENSATION

- \$1,500 for the duration of the program, paid in weekly increments
- Cost of housing for 3.5 weeks – contingent upon further review of exact location, expenses, actual arrival and departure time, etc.
- Catered breakfast and lunch on each training day, program days, and wrap-up sessions

EMPLOYMENT TIMELINE

Term of Employment: July 29, 2013 – August 18, 2013 3.5 weeks

Time Commitment

Training	July 29, 2013 – August 1, 2013	3-5 hrs/day
Program Dates	August 5, 2013 – August 16, 2013	5-7 hrs/day
Wrap-up	August 16, 2013 – August 18, 2013	3-5 hrs/day

Important Dates

CORE Kick-off Orientation	August 1, 2013	6:30-7:30pm
CORE Graduation and Final Ceremony	August 16, 2013	12:30-2:00pm

RESPONSIBILITIES

Teaching Assistant

- Provide academic support to students and administrative support to the CORE Instructors
- Assist the CORE Instructor with classroom instruction and preparation, hands-on demonstrations, experiments, and research projects
- Provide student support to encourage participants’ personal and academic high performance
- Coach students on their two week goal(s)
- Participate in staff and planning meetings,
- Contribute to final student progress reports
- Conduct daily tutoring sessions during lunch for one hour per day

Curriculum Development and Documentation

- Return all course materials – lecture notes, homework assignments and curricula – to the CORE Program Administrative Staff

- Work under the guidance of Course Instructors to complete final evaluations for each student in the program

OEOP Decorum and Etiquette

- The OEOP is a professional work environment
- Keep noise to a minimum inside the OEOP and in MIT hallways
- Dress casually, but professionally – avoid revealing clothing
- Eating in the OEOP is allowed, but it is imperative to dispose of trash properly

Lunch

- Eat lunch with the CORE students and staff
- Interact with students as much as possible during lunch, as it is an excellent opportunity to get to know the students individually

QUALIFICATIONS

- Minimum of one year of high school tutoring or general tutoring experience
- Passion and interest in youth development
- Strong academic record
- Strong background in math and/or engineering
- Preference for experience in outreach programs or with high school students, but not required
- Desire to impart enthusiasm for learning and teaching to students this summer

WHAT CORE STAFF MEMBERS SHOULD KNOW

The premise for CORE is that all students can excel in math and scientific reasoning if they are provided with a fundamental core of mathematical knowledge. CORE has three major objectives, which the instructional team (Instructors and Teaching Assistants) will help the program to achieve:

- To develop participants' fundamental math skills
- To provide students with an introduction to basic computation, conversion & transformation, estimation and approximation, ratios and proportions, unit analysis and variable manipulation and equalities
- To build students' confidence in their academic abilities, which they can draw upon in high school, college and beyond

In the MIT Office of Engineering Outreach Programs, collaboration is central to all of the work we do. We hope that over the coming semester that instructors, teaching assistants, students, and administrative staff will work together to create a truly outstanding program.