WTP-ME Residential Assistant Job Description

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 17 through Friday, Aug 2, 2019.

June 17 Move-in day: you may move into dorm after 3pm. WTP will reserve (and pay for) dorm Housing for Residential Staff from 6/17-8/4. Please note: WTP cannot provide housing for the weeks before or after WTP- it is up to the staff member to make her own arrangements.

June 17-28 Staff Training: meetings and class preparations M-F 9:30am – 5:30pm.

June 29 - July 27: WTP is In Session: Make the dorm your primary residence; sleep there unless it is your assigned night off. During staff training you will receive your schedule of days/evenings off.

July 29 – Aug 2: Cleanup, hours 9:30am – 5:30pm, we will most likely finish on Thursday. Move out no later than 11 AM on Fri.

The Residential Assistant may not have any other jobs, classes, or responsibilities during the 7 weeks of WTP.

The Residential Assistant (WTP alumna who just finished her freshman year at MIT) will be helped in the dorm by 6 Residential Tutors who also help the 3 WTP-ME Instructors in the classroom.

The WTP-ME Residential Assistant has 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 Campus Police or MIT Medical.
- Initiate and lead activities and entertainment in the dorm (such as movies, cooking, crafts, games) and communicate information about these activities to students. When appropriate, email the EECS Track Coordinator several days in advance to invite WTP-EECS students and staff to these events in order to promote interaction between the two curriculum tracks.
- Especially at the beginning of the program, help students who are homesick or having trouble adjusting to WTP. Provide the students with emotional support and encouragement; work to ensure their safety and well-being.
- Throughout the program plan evening “de-stressing” activities for the students, making sure to check with Instructors and Tutors about the expected homework load for that evening.
- Organize cooking nights in the dorm. Help students and staff keep the floor kitchens organized and stocked with community food and other supplies.
- Coordinate the creation of the WTP-ME Monthbook, assisting students with planning and production.
- Plan and accompany students on field trips and on other group trips on or away from campus.
- Socialize and dine with the students evenings and weekends and talk with them about MIT, prospective majors, and college life, and be a person they feel they can approach with problems or concerns.
- Help the WTP-ME Track Coordinator with organizational details to keep the program running smoothly, including: ordering and overseeing delivery of food for group dinners and lunch talks; updating schedule information on the WTP-ME website/wiki; taking photographs throughout the program and uploading them so that parents can view them on line.
- Attend scheduled daily staff meetings (Monday through Friday) when on duty with the WTP-ME staff.
- On arrival day greet WTP students arriving at MIT by car with their parents; assist WTP students arriving at Logan Airport or South Station by meeting them at the baggage claim and helping them into the chartered bus or cabs to MIT. Help all students get settled into their rooms and welcomed to the program.
- During the 4 weeks when the WTP students are at WTP, you must make McCormick your primary residence and spend nights in your assigned WTP dorm room unless it is a scheduled off-duty night. No overnight guests (of either gender) are ever allowed to stay in the Residential Staff or WTP student dorm rooms.
- Do everything you can to make the WTP experience fun, educational, and safe for our students!

The Residential Assistant will be provided with McCormick housing for all 7 weeks of WTP and do not need to reserve or pay for their McCormick dorm housing--WTP will make their housing arrangements.

The Residential Assistants must sign and abide by the MIT Code of Conduct for Programs Involving Minors. You will also be asked to undergo a routine background check before you are hired for the position. 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 Assistant 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 is a time-consuming position that takes up days, nights, and weekends. The job requires true commitment and dedication, but it is also lots of fun and very rewarding!