WTP-ME Residential Tutor Job Description

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 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 28-28 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.

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

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

WTP-ME Residential Tutors will 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 Campus Police or MIT Medical.

- Work in the classroom during assigned weekday class hours. This work will involve setting up labs, preparing class materials, assisting students with concepts, assignments and class projects, and correcting homework. Residential Tutors are also encouraged to prepare and teach one class lecture during the 4 weeks, on a mutually agreed topic within the curriculum.

- Tutor students in the evenings (often late at night) and lead or help with special evening study sessions.

- When you are on duty, proactively engage with the students, either on academic work or social activities. Do not stay in your room and expect them to come find you, you should always seek them out and see if you are needed. When on trips away from the dorm, stay with the students and engage with them.

- Help students and staff keep the floor kitchens organized and stocked with community food and other supplies.

- Socialize and dine with the students most evening 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. Individual requests for weekend time off to attend special events can be approved in advance by the WTP-ME Track Coordinator.

- Check-in WTP students at curfew each night (11pm Sun-Thurs, midnight Fri & Sat) when assigned this task.

- Initiate and lead safe and fun activities and entertainment in the dorm (such as movies, cooking, crafts, games).

- Plan and/or accompany students on field trips and on other group trips on or away from campus.

- Check-in WTP students at curfew each night (11pm Sun-Thurs, midnight Fri & Sat). 4-5 students will be assigned to each tutor for check-in.

- 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 Tutor or WTP student dorm rooms.

- Do everything you can to make the WTP experience fun, educational, and safe for our students!

Residential Tutors 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 Tutors 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 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 Residential Tutors 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!