NOW HIRING:
Program Assistants (PAs) for the
MIT Summer Research Program (MSRP)

Responsibilities: MSRP PAs are responsible for working closely with the MSRP Assistant Director to provide mentorship and facilitate a positive experience for approximately 50 undergraduate student interns.

PAs work in pairs and meet with the interns to provide advice and mentoring. PAs will help interns complete the various program requirements including their abstracts, Statements of Purpose and scientific posters. Throughout the program, PAs serve as a liaison between the Assistant Director and interns’ laboratories to monitor students’ progress and to help identify and remedy issues that may arise. Additionally, PAs are expected to attend planned MSRP field trips and events (often in the evening and on weekends). PAs will also assist in the review of applications and the selection of the 2015 cohort.

Time Commitment: The program is scheduled to run from June 9 – August 8, 2015. PAs are expected to fully participate in the Summer Program. The time commitment during the summer is approximately 20 hours per week. There will be 5 mandatory meetings and trainings throughout the spring, and weekly staff meetings throughout the summer. PAs must be available for the duration of the program, in particular, the first and last weeks.

Qualifications: All MIT graduate students are eligible for this position. Strong organization and communication skills, knowledge of presentation skills and techniques, as well as experience teaching and/or mentoring undergraduates are required. PAs must be able to comfortably and effectively interact with students from a variety of ethnic, social and geographic backgrounds.

Compensation: $5,000 stipend for 10 weeks, paid weekly

More information about the program can be found at mit.edu/msrp

Please complete your online application here: https://www.surveymonkey.com/r/PA2015APPLICATION

and email your transcript to susman@mit.edu

Applications are due Monday, December 22nd by 5 pm