What Residential Staff Candidates Should Know

Interphase EDGE is a two year scholar enrichment program that includes a seven-week summer session as well as an academic year component. The focus of the summer session is to give the scholars an introduction to the MIT experience by exposing them to the rigors of a full subject load and to life on MIT’s campus. In addition, the Interphase EDGE curriculum is uniquely designed to impart pivotal concepts that will increase long-term academic success. In other words, the program will not only give students an “edge” on their MIT experience; it will catalyze their success beyond MIT. During the summer and academic year, scholars will participate in a range of personal and educational development seminars and activities designed to ensure their smooth transition to college life. Through the academic year component, scholars will continue to build upon the relationships created during the summer by attending bi-weekly meetings with Interphase EDGE advisors, as well as monthly professional and academic enhancement workshops and events.

The Interphase EDGE Scholars will be arriving on date TBD. However, Resident Facilitators (RFA) and Student Program Assistants (SPA) must be available full-time one week prior to scholar arrival for training, and to assist with any needed program preparations. Once hired, Residential Staff must receive approval from Dean Kalloo to have jobs and/or other responsibilities (i.e. UROP) outside of their Interphase EDGE role.

Interphase EDGE Residential staff should arrange to stay in their spring housing assignment until moving into their Interphase EDGE rooms at the end of June. All of housing arrangements prior to the start of training must be negotiated with MIT Housing. Interphase EDGE will pay for residential accommodations for RFAs and SPAs from the start of training to the end of the program. During the program, residential staff is expected to spend every night in their Interphase EDGE residence, unless there is an emergency, it is their weekend off, or they have discussed other arrangements with the program lead that have been approved. Weekends off during the summer must be requested ahead of time and approved by Dean Kalloo.

Residential staff members are expected to be able to navigate their role of authority, while still building a rapport with the scholars whom they are responsible for. RFAs/SPAs must enforce regulations and program policies regarding residential matters. Each RFA/SPA will be assigned up to six scholars, and will be responsible for knowing their whereabouts throughout the summer. This group of students is called the staff member’s cluster. RFAs/SPAs are encouraged to take their cluster on outings when they are able during the summer.
Residential Staff Responsibilities:

- Assist with event set-up and clean-up (e.g., luncheons, BBQ, Interphase/MITES Challenge, etc.)
- Socialize with scholars, which includes planning your cluster outing(s)
- Attend meetings with the Interphase EDGE program lead
- Ensure the safety and well-being of the scholars, which includes nightly curfew checks of each of your assigned cluster members
- Provide a mature influence in the dormitory setting: even if you are 21 or older, you cannot have alcohol in your room or on dorm premises at any time.
- Provide scholars with emotional support and encouragement
- Serve as a guide on group trips on or away from campus
- Assist with transportation of students between Logan airport, South Station, etc. and MIT on scholar arrival day
- Act as accountability liaison between the scholars and OME staff
- Other assignments/tasks as required

Residential Facilitator (Academic) Responsibilities:

- Function as teaching assistants for specific courses (this means grading papers, making up solution sets, preparing class materials, collecting and distributing class materials, acting as a liaison between instructor and students)
- Attend lecture and take attendance (specific requirements determined by subject instructor)
- Lead daytime recitation/workshop
- Host office hours each week
- Assist scholars in specific academic areas (often late at night or on weekends)

Student Program Assistant Responsibilities:

- Provide logistical support for all program activities during the summer
- Coordinate student arrivals/departures, staff meetings, room assignments, program events, and day trips
- Have weekly meetings with the Interphase EDGE program lead
- Assist with organizing and solidifying event logistics (i.e. food and room reservations)
- Assist in planning and implementation of small scale events during the program
- Take scholar attendance at each event
- Act as lead/authority figure during outings and activities with scholars