



2020 SUMMER YOUTH EMPLOYMENT PROGRAM



TABLE OF CONTENTS

Program Overview & Expectations..... 3
Recruitment & Application Process..... 4
Interview & Selection Process..... 5
Payroll..... 6
Onboarding & Engagement Points..... 7
Minors..... 8
Checklist..... 10
Appendix A: Sample Job Description..... 12
Appendix B: Application..... 14
Appendix C: Sample Interview Instructions..... 16
Appendix D: MITemp Instructions..... 17
Appendix E: Email and Kerberos Instructions..... 23



PROGRAM OVERVIEW & EXPECTATIONS

Overview

MIT Human Resources coordinates an important outreach effort with Cambridge high schools and youth programs. Through MIT's Summer Youth Employment Program, students gain an understanding of what it is like to work in a professional environment, explore career interests and build a unique relationship with MIT.

The relationship between MIT and the city of Cambridge is an important one and, as a result, HR is looking to strengthen and expand this relationship by offering summer employment opportunities. Different departments across the Institute identify supportive supervisors who will engage with the students in this educational employment experience, and who will provide a work experience and learning opportunity for students.

Supervisors who have an interest in mentoring and developing a relationship with a Cambridge public high school student are encouraged to learn more about the program.

Summer employment opportunities are open to Cambridge high school students age 16 and older through the summer before their second year in college. The Summer Youth Employment Program runs annually for six weeks from early-July to mid-August.

Expectations

- The program coordinator will establish start and end dates within a 6-week period during the summer months
- The employment opportunity must be a minimum 15 hours per week and no more than 40
- The hourly rate is paid for by the department; \$12.75/hour is recommended
- Identify a primary and an alternate supervisor to direct work, provide feedback and approve time sheets

2020 Timeline

- Employment dates: Monday June 29 – Friday August 7



RECRUITMENT & APPLICATION PROCESS

Job Descriptions (Appendix A: Sample Job Description)

Job descriptions must include:

- Department, Lab or Center
- Position title
- Office location
- Employment dates
- Hours per week/Schedule
- Hourly rate
- Office overview, description of duties, required skills (250 words maximum)
- Primary supervisor, alternate supervisor

Recruitment

The Cambridge youth organizations promote and distribute a Summer Youth Employment Program application to students. Students access the application through a Qualtrics link where they submit a resume and select one position to apply too. **(Appendix B: Application)**

2020 Timeline

- Friday 3/6 – Deadline for DLCs to submit job descriptions (email Megan Chester, mchester@mit.edu)
- Wednesday 3/11 – Youth organizations receive application
- Friday 4/10 – Applications due (Friday before April vacation)
- Tuesday 4/14 – DLCs receive resumes



INTERVIEW & SELECTION PROCESS

The program coordinator will facilitate the interview process between the student and the supervisor and manage communications to schedule interviews, extend offers and declinations.

The **program coordinator** will:

- Send resumes for review to supervisors
- Coordinate the interview schedule (Outlook calendar invite, student instructions)
(Appendix C: Sample Interview Instructions)
- Communicate selection decisions to students and youth organizations
- Confirm students' acceptance

Supervisors will:

- Review resumes and select students to interview
- Provide interview dates/times to the program coordinator
- Interview students in their DLC
- Communicate selection decisions to the program coordinator

Interviews may be scheduled after school hours between 3:00 – 5:00 pm Monday – Friday. Interviews should take place between Thursday 4/23 through Friday 5/8

2020 Timeline

- Tuesday 4/14 – Supervisors receive and review resumes
- Thursday 4/16 – Supervisors provide the program coordinator with interview selections and interview availability
- Thursday 4/23-Friday May 8 – In-person interviews



PAYROLL

To setup payroll **supervisors will:**

- Schedule a call with the program coordinator to obtain the student's date of birth and social security number (this information cannot be shared over email)
- Ask the AO or FO for the cost object
- Complete a [MITemp Request Form](#) (**Appendix D: MITemp Instructions**)

Timesheets

- See Nextsource instruction guides (separate PDF)



ONBOARDING & ENGAGEMENT POINTS

Onboarding

- To set up student's email and Kerberos ID, **supervisors will** [complete the sponsored guest account form](#) (scroll down and to Guests and voucher/temporary employees) **(Appendix E: Email and Kerberos ID)**
- **Supervisors will** coordinate with their AO to arrange building access
- After the student has accepted their offer, **supervisors will** follow up to the student about first day of work and other details

Engagement Points

- Welcome and Orientation Breakfast (students, supervisors, youth programs)
- Welcome gift
- Mid-Summer Lunch & Learn (students)
- Mid-Summer Check-In (students and supervisors)
- Celebration Breakfast (students, supervisors, youth programs)
- Recognition and Thank You Gift
- Feedback Survey (students and supervisors)



MINORS

MIT is committed to protecting the safety of all members of its community, including minors who are on campus and/or participating in Institute programs. The minors.mit.edu website provides information for what MIT expects of its staff, faculty, and students when interacting with minors.

A minor, for purposes of this guidance, is anyone under the age of 18 who is not an enrolled MIT student.

A **program** is any organized event or activity that MIT operates or sponsors in which minors participate, and in which MIT faculty, staff, or students are involved through their Institute roles, whether occurring on or off campus.

Minors may also be at MIT as interns or employees in department, labs, or centers.

The Summer Youth Employment Program application asks applicants if they will be under 18 years of age as of the program start date. The application explains that MIT needs to know this because there are special processes for MIT employees who supervise minors.

Steps to Hiring a Minor

After a student has accepted an offer, the **program coordinator will:**

1. Confirm with the supervisor/DLC if the selected student is a minor.
2. Coordinate the completion and share copies of:
 - [Parental Consent/Medical & Emergency Contact Form PAID](#)
 - [Employment Permit Application](#)
 - [Photo Release Form](#)

The student must complete all three forms before setting up payroll

After a student has accepted an offer and the program coordinator confirms the selected student is a minor, the **supervisor will:**

1. [Register](#) the employment opportunity (no later than May 31st)
2. Complete a [background check](#)

Process for Obtaining a Background Check

Background check paperwork may be completed during walk-in hours at the [Atlas Service Center](#) on the first floor of Building E17 at the following times. Please bring a passport or driver's license with you.

- Tuesdays, 10:30AM - 12:30PM
- Wednesdays, 9:00AM- 5:00PM (excluding NH driver's license checks and all international background checks)
- Thursdays, 10:30AM - 12:30PM

Please bring this [application](#) form* completed by your sponsor, and a passport or driver's license with you.

To schedule a background check outside of these hours, please contact Andrea Finnin at andrea@mit.edu.



*Application form instructions

- The **applicant name** is the name of the person who's getting the check (the person who's applying for the background check).
- The **authorizer** is the person who is authorizing the check, and who is ultimately responsible for tracking the completion of the checks for the department or program. (Megan Chester)
- **Reason for the check** would be work with minors. Please indicate **Volunteer** you will receive no additional compensation for participating in the Summer Youth Employment Program.



SUMMER YOUTH PROGRAM SUPERVISOR CHECKLIST

Due Date	Task/Event	✓
Friday March 6	Submit job description	
Tuesday April 21	Review resumes	
Thursday April 23	Provide the program coordinator with interview selections and interview availability	
Thursday May 7 – Friday May 22	In-person interviews	
Wednesday May 27 – Friday May 29	Schedule 10 minute call with program coordinator to obtain student’s information for MITemp Request Meg Chester, x86476	
Monday June 1 – Friday June 19	Onboarding set up: -Email and Kerberos ID -Building access -Follow up directly to student to coordinate first day of work	
Monday June 29	Welcome and Orientation Breakfast (students and supervisors)	
July TBD	Mid-Summer Lunch & Learn (students only)	
July TBD	Complete Mid-Summer Check-In form	
Thursday August 6	Celebration Breakfast (students and supervisors)	



APPENDIX



Summer Youth Employment Program

Department:

Position:

Office Location:

Employment Dates: The youth employment program is scheduled for June 29-August 7, 2020

Hours/Schedule:

Hourly rate: \$12.75

Overview:

Responsibilities:

-
-
-

Skills Needed:

-
-
-

Supervisor(s): The student's primary supervisor will be



Summer Youth Employment Program (sample description)

Department: Office of Minority Education

Position: Student Program Assistant

Office Location: OME Suite, Building 4-107

Employment Dates: The youth employment program is scheduled for July 8 – August 16;
There is an opportunity to start in late June, start date TBD during interview

Hours/Schedule: Regular schedule is 20 hours/week; 25 hours/week when there are special events or activities

Hourly rate: \$12

Overview:

The student Program Assistant will work with the [Interphase EDGE](#) program: A two-year scholar enrichment program which includes a seven-week summer session as well as programming during the academic year to help ease the transition to MIT and to build community among new students.

Responsibilities:

- Assist with logistical support for all program activities during the summer (e.g., creating flyers/posters, making food and room reservations, set/up, clean/up, etc.)
- Assist in coordinating staff meetings, room assignments, program events, and day trips
- Attend weekly meetings with the Interphase EDGE program lead
- Assist with the planning and implementation of small scale events during the program
- Assist with/take scholar attendance at each event
- Assist the Interphase staff with coverage and tracking during outings and activities with scholars
- Take photos, and upon approval, post relevant Interphase activities and events on social media

Skills Needed:

- Presents as helpful, warm, and welcoming
- Great technical skills
- Interpersonal/communication and organizational skills
- Leadership roles in school or community organizations, would be helpful
- A willing spirit and desire to learn

Supervisor(s): The student's primary supervisor will be Somiya Kalloo, and the secondary supervisor will be Naomi Brown-Jones.

The Cambridge Summer Youth Employment Program at MIT will run from July 8th – August 16TH (6 weeks). Summer employment opportunities are open to high school students age 16 and older through the summer before their second year in college. **Applications are due by 5:00 pm on Friday April 12th, 2019.** In mid-April, MIT Human Resources will be in touch with students and youth program coordinators at Just-A-Start, Office of Workforce Development and The Work Force, Cambridge Housing Authority to coordinate interviews.

Last name:

First name:

Email address:

Youth organization (select one):

- Just-A-Start
- Office of Workforce Development
- The Work Force, Cambridge Housing Authority

Please check this box if you will be under 18 years of age as of July 8, 2019. MIT needs to know this because there are special processes for MIT employees who supervise minors.

Select the position you would like to apply for (select one):

(Click on the department name to view the job description)

I am a returning student

CLOSED as of 4/12 12 pm please apply to another position **Campus Construction, Capital Projects (Industry: Construction).docx**

[VPF, Accounts Receivable, Cashier Services \(Industry: Finance, business\).doc](#)

[HR, Benefits \(Industry: Human resources, business\).docx](#)

CLOSED as of 4/3 please apply to another position MIT Admissions (Industry: Education, event management).docx

CLOSED as of 4/8 please apply to another position Laboratory for Nuclear Science, Headquarters (Industry: Science, business administration).docx

CLOSED as of 4/11 please apply to another position Media Lab, Network Computing Systems (Industry: Technology).docx

[Career Advising and Professional Development \(Industry: Education\).docx](#)

[Office of Minority Education \(Industry: Education, event management\).docx](#)

Department: Office of Minority Education

Building/Room Number: Building 4, Room 107, [MIT Map](#)

Street Address: 182 Memorial Drive (rear)

Contact: Fatima Smith, Administrative Assistant, 617-253-7940
DiOnetta Jones Crayton, Associate Dean/Director, Office of Minority Education, 617-253-9602
Somiya Kalloo, Assistant Dean for Academic Programs 617-452-3775

Directions:

The Office of Minority Education is located on the first floor of Building 4, which is in the center of campus. It is a short walk from the Kendall Square T Stop. Head down Main St. and take a left onto Ames St. at the first intersection. Head down Ames until you come to Memorial Drive, take a right and walk until you come to Killian Court, the greenspace at the center of campus. Building 4 will be to your right.

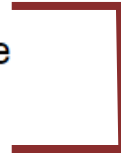


MITemps Request Form

Preferred Candidate

Candidate Status *

- Current MIT student
- Current MIT employee
- Prior nextSource employee
- None of these



Students will either be a prior employee or None of these

The program coordinator will provide student's birth month and day (phone call)

Candidate Name *

Candidate Birth Month and Day

Enter month and day of candidate's birth, for example 6/10 for June 10th. This field is REQUIRED for your preferred candidate.

Is Candidate Under 18? * Yes No

The program coordinator will provide this

Is Candidate a Foreign National or International Student? *

Yes

No

The program coordinator will provide student's SSN, E-mail and address/phone (phone call)

Candidate SSN (last 4 digits) *

Candidate E-mail Address *

Candidate Contact Information (address and phone) *

About This Job

Job Title *

Select Other, enter position title
Ex. Student Program Assistant

Other

For other, please specify

Will Employee Work with Biohazardous and/or Medical Waste at Any Time During Their Temporary Employment? *

- Yes
- No

Will Employee Be Working Remotely? * Yes No

Start Date *

Month Day Year

End Date *

Month Day Year

June 29, 2020 – August 7 2020

Rate *

Enter the hourly rate negotiated with preferred candidate. If you need assistance determining the hourly rate, please contact MITemps at (617) 324-0191.

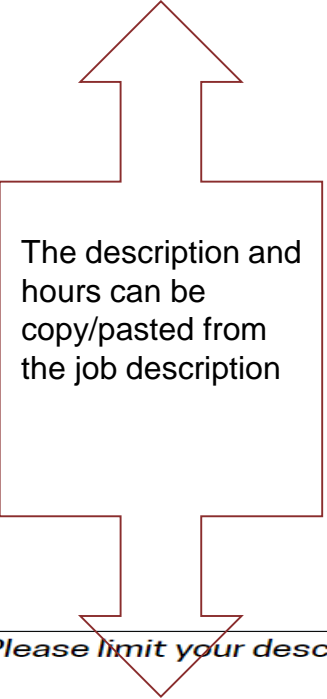
The current state minimum wage is recommended, \$12.75 or the rate that other student staff in the same DLC receive

Cost Object(s) *

List cost object(s) and percentages (if more than one cost object) above.

Obtain the cost object from DLC administrative officer or financial officer

Job Description *




The description and hours can be copy/pasted from the job description

Please limit your description to approximately 1,000 characters (the size of the text area above).

Anticipated Hours Per Week

Will Employee Need to Travel Internationally on Assignment? * Yes No

Special Instructions



Add the names of alternate supervisors and/or other time-sheet approvers

Name *

E-mail Address *

Department Full Name *

Time Sheet Approver Name *

Time Sheet Approver E-mail Address *



The primary supervisor is submitting the MITemp Request form and should populate their information above

Sponsor Information

Sponsor name *

Sponsor email *

Email for anyone who should be copied

The primary supervisor is the sponsor

The alternate supervisor

Guest Information

Guest's name *

The student's name

Month of birth *

This information is used to generate an MIT ID number for new users, or confirm an existing user.

- Select - ▾

Day of birth *

- Select - ▾

The program coordinator will provide student's birth month and day (phone call)

Guest's alternate email *

The program coordinator will provide student's email

Optional alternate phone number

Additional comments

Submit