



**TEACHING ASSISTANT  
PART-TIME  
JOB DESCRIPTION**

Esme Learning is using cutting edge technology to transform education. Esme is building a passionate and driven Teaching Assistant Team to help drive student learning and success and help deliver the next generation of online learning.

**About the role:**

The Teaching Assistant team is responsible for facilitating understanding of the content for courses developed by leading universities. Learners are spread across the globe and have strong corporate and academic backgrounds. The purpose of this role is to deliver content and assess students in the course in order to provide them with a world-class learning experience.

Esme Learning has partnered with the Massachusetts Institute of Technology School of Architecture and Planning to offer the Health Ventures course, a new, digitally-delivered program designed to provide participants with a comprehensive roadmap of how to structure a successful health venture, navigate the business process, complexities and possible solutions involved when designing, evaluating and launching and a health venture product or service. The six-week course prepares learners for the intricacies of building a new venture in a highly competitive and regulated market.

As a TA, you will facilitate discussion on the online environment in class-wide and small group chat rooms. You will be responsible for creating a world-class learning experience for participants by grading and providing feedback on their submissions. This is a remote, part-time role with the approximate time requirement of 10 - 15 hours per week spread over the entire week, for a total of 7 weeks. Most of the work may be done at the time of your choosing, and there may be some fixed weekly team calls and deadlines. Note that the time requirement and remuneration are based on the number of participants the tutor directly supervises.

**Key responsibilities:**

- Moderating and facilitating engagement on the online learning platform
- Facilitating discussion on small group chat rooms and responding to questions
- Grading submissions on a weekly basis
- Providing ongoing feedback to participants on their projects
- Working with the TA team and Head TA to ensure alignment with the MIT Health Ventures academic team
- Escalating reports of misconduct and/or harassment

**Role-specific competencies**

- Good decision-making ability



- Agile and flexible approach to problem-solving
- Ability to collaborate with others
- Open to learning and receiving feedback
- Mentor qualities
- Good organizational skills
- Ability to adapt effectively to change
- Good communication skills
- Enthusiasm

### **Requirements**

- Graduate or postgraduate qualification in a related field of expertise
- Practical/corporate experience in a related start-up or corporate role
- Exceptional facilitation skills and interpersonal skills
- A passion for education and learning

### **Company description**

Esme Learning is helping executives and working professionals reinvent themselves for the AI-enabled future, meeting the need to learn new cutting-edge topics and skills at an ever-increasing rate as the pace of technology change is transforming the nature of work. Having already pioneered the short-course, tightly engineered model of learning that has revolutionized how tier-one universities deliver online classes, our founders have formed Esme Learning to reinvent learning once again. We are bringing advanced tools and technologies to bear on the learning experience, demonstrating completion rates above 90% while delivering improvement ranging from 50% to 1800% greater satisfaction ratings than other digital short courses and MOOCs.

**Learn more at [www.esmelearning.com](http://www.esmelearning.com)**

To apply, send a **resume and cover letter** to [careers@esmelearning.com](mailto:careers@esmelearning.com). Be sure to include **“MIT Teaching Assistant - Health Ventures”** in the **SUBJECT field**. No phone calls or recruiters, please.

Esme Learning is an Equal Opportunity/Affirmative Action Employer