ReadersPLUS Program Assistant Positions Open
Job Description

Opportunity Overview

We are seeking two exceptional student leaders to join our Central Leadership team as ReadersPLUS Program Assistants, one for Reading and one for Math. This is an exciting opportunity for grad students with experience and/or interest in education and community engagement to take on an important role in shaping our program's success.

Role Description

As a ReadersPLUS Program Assistant, you will collaborate with JEP Professional Staff (Tina Koneazny, JEP Associate Director and Beth Levinson, JEP Program Administrator) to guide and support our network of undergraduate Site Coordinators, Assistant Coordinators, and Tutors. Your responsibilities will encompass leadership, training, and program support.

Leadership and Support

- Lead weekly student leadership staff meetings and communicate accountability expectations
- Review and provide written feedback on program paperwork assignments
- Conduct site visits to observe tutoring sessions and provide constructive feedback
- Collaborate with tutors to address on-site challenges
- Provide support and resources for lesson planning
- Lead Student Summary Meetings twice per semester to discuss progress and problem-solve

Training and Development

- Deliver training sessions* at JEP's Fall Leadership Training Retreat (August 17-20, 2025)
- Facilitate training* for new and returning tutors at the start of each semester

    *Core training content provided by JEP Professional Staff. PA input encouraged.

Program Enhancement

- Track and analyze student survey data
- Contribute to grant proposals and reports
- Attend weekly Central Leadership Staff meetings

Qualifications

- Strong leadership and communication skills (written and verbal)
- Ability to manage multiple tasks and work collaboratively
- Commitment to the program's mission and goals

Position Details

- 20 hours per week (15 in JEP Readers Office, 5 flexible/remote)
- Compensation: $20/hour

Application -- ReadersPLUS Program Assistant
Joint Educational Project/USC Readers^{Plus}

Name: _____   Student ID number: _____

       (First)   (Middle)   (Last)

Local Address:_____

              street   *city*   *zip*

Permanent Address (if different): _____

                                  street   *city*   *zip*

Phone: _____   Cell: _____   E-mail: _____

Emergency Contact: _____

                    (Name, relationship, and telephone number)

Major concentration and expected degree: _____

Year in graduate school: _____   Semester/year you expect to graduate:_____

Professional interests, experience and/or areas of specialization:_____

_____

Teaching assistantship(s):   Yes   No
Classes, dates, institutions, and professor(s): [if at USC]

_____   _____

_____   _____

Research assistantship(s):   Yes   No
Types of research, dates, institutions, and professor(s): [if at USC]

_____   _____

_____   _____

Sources of funding (i.e. Federal Work Study, Scholarships, etc): _____

_____

Plans for employment after graduation? _____

_____

Community-service or service-learning experience: _____

_____

References (please include at least one USC professor or staff member):

Name	position	phone number

1. _____

2. _____

3. _____

Please include the following with your application:

- A brief personal statement (1-3 pages) that describes your educational philosophy;

- Financial aid statement (sources of funding);

- A copy of your resume or C.V., including a description of your educational and work history.

- A letter of recommendation from someone familiar with your abilities and experience.

- For any questions or more information email Tina Koneazny at koneazny@usc.edu

Please application should also be scanned and sent electronically to same email.

~ Application Deadline: Friday, March 21st, 2025 ~