

DATE: February 6, 2019

TO: USC Graduate Students

FROM: Lisa Mataczynski, Program Director
Dan Phan, Student Success Lead
Miguel Rodriguez, Operations Specialist

SUBJECT: Classroom Support Coordinator Position with USC Bovard Scholars

USC Bovard Scholars

USC Bovard Scholars program aims to help high-achieving high school students with financial need gain admission to and succeed at the nation's top universities. Scholars will receive admission and financial aid guidance, personalized career exploration opportunities, comprehensive test preparation, and leadership development. Many of our students will be the first in their families to attend college. The program includes an intensive, three-week residential experience during the summer (July 14-August 4, 2019) on USC's campus at no cost to the students.

The Classroom Support Coordinator Position

The program is seeking high school teachers and graduate students looking for a summer program that will be meaningful and rewarding. Candidates should have experience supporting diverse and economically disadvantaged students within an academic environment. The ideal candidates will have experience working with high school students, strong writing and public speaking skills, a capacity for engaging students in the classroom, and a passion for expanding student access and academic opportunity.

The Bovard Scholars Classroom Support Coordinators will each be responsible for supporting the delivery of the program curriculum to a group of 10-12 students during the three-week summer session. Each Classroom Support Coordinator will be paired with an Admissions Coach with years of expertise supporting high school students through the college admissions process. The Coordinator and Coach pair will work together to determine how to manage their time with students. Additionally, they will work individually with each student to help identify best-fit colleges, review college application essays, discuss career interests, teach college knowledge, and provide support and encouragement throughout the college application process. Coordinators will also assist with program coordination and administrative tasks, as assigned. The position begins a week prior to the program start date for training.

Required Qualifications

- Bachelor's degree
- Experience teaching high school students in a classroom setting
- Experience working with low-income students and families
- Superior writing and communication skills
- Ability to understand the unique social-emotional needs of individual students
- Demonstrated cultural awareness and competency
- Ability to adjust to changing priorities and perform well under pressure
- Demonstrated organizational skills, attention to detail and ability to work both independently and as part of a team
- Knowledge of colleges, their academic programs, admission policies, and financial aid policies and procedures (*preferred*)

Required Work Schedule & Compensation

- *On Campus*: 4 weeks, 40 hours per week, in-person, **July 8 – August 2, 2019**.
- **\$20 per hour**, 40 hours per week for 4 weeks in the summer. Typically, 8:30am-5:00pm with possible evening or weekend hours to attend events and field trips, if interested.

Application Process

Applicants should send the following materials by March 1, 2019, to bovardscholars@usc.edu: cover letter and resume or curriculum vitae. Once all application materials have been received, selected applicants will be invited in for an in-person interview.