

## **JEP JOB ANNOUNCEMENT**

### **Literacy and Math Directors, Graduate Students (2) -- *Program Development and Support***

The Joint Educational Project (JEP) and USC ReadersPlus is seeking two graduate students with at least two years to commit to a program aimed at improving K-5 grade literacy and math skills in local schools. These individuals will work in tandem and will be responsible for assisting in the coordination of the USC Readers Plus program which serves seven of USC's adopted "Family of Schools"; training and supporting undergraduate students to provide tutoring support and academic enrichment to elementary students.

This position requires:

- Experience working in urban communities, preferably with BIPOC students;
- A demonstrated interest in literacy and/or math education;
- Strong interpersonal communication skills;
- Ability to manage a variety of tasks and responsibilities;
- A self-starter, able to take initiative and work independently;
- A two-year commitment is preferred to allow for personal growth in the position (minimum of three semesters).

Job responsibilities include:

- Presenting trainings for the USC Readers<sup>Plus</sup> Reading and Math tutors that will instruct them in strategies and lesson planning for tutoring sessions;
- Training and supporting for program Peer Leadership team – Program Coordinators and Assistants;
- Planning for and leading weekly staff meetings;
- Communicating regularly with school coordinators for feedback and support;
- Meeting with undergraduate tutors to provide guidance for literacy instruction;
- Tracking, managing and analyzing reading and self-efficacy assessments;
- Writing Mid and End of year reports for program evaluation;
- Managing documentation to contribute to reports;
- Engaging in site visits to observe tutoring sessions and provide support;
- Helping to develop, collect, and create materials which will improve student efforts to tutor/teach community K- 5 students.

Position Details:

- **This position requires a commitment for two full academic years, Fall 2023 through Spring 2025.**
- Beginning August 2023, this position will require 20 hours per week, at pay rate of \$22.
- Tuition remission in the amount of 3 units each semester, beginning fall 2023.
- **Must be available for JEP staff retreat August 14 – 17, 2023.**

Applications available online at <https://dornsife.usc.edu/joint-educational-project/>

**Application -- Graduate Coordinator, Program Development & Support**  
**Joint Educational Project/USC Readers<sup>Plus</sup>**

**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):

	<i>Name</i>	<i>position</i>	<i>phone number</i>
1.	<hr/>		
2.	<hr/>		
3.	<hr/>		

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](mailto:koneazny@usc.edu)

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

**Accepting Applications now! Deadline: Friday, March 3 by 5pm PST.**