JOB ANNOUNCEMENT

Joint Educational Project – USC ReadersPlus

Literacy / Math Program Coordinator

The Joint Educational Project (JEP) and USC ReadersPlus is seeking a graduate student with at least two years to commit to a program aimed at improving K-6 grade literacy and math skills in local schools. This person will be responsible for assisting in the coordinating the USC Readers Plus program in the Family of Five schools, recruiting and training undergraduate students to tutor one-on-one in reading and mathematics.

This position requires:

- Experience working in urban communities, preferably in urban schools;
- 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;

Job responsibilities include:

- Attending and presenting at staff meetings;
- Communicating regularly with school coordinators for feedback and support;
- Meeting with undergraduate tutors to provide guidance for literacy and math instruction;
- Tracking and managing evaluative assessments to demonstrate student progress;
- Managing documentation to contribute to reports;
- Providing trainings to the USC Readers and Math Mentors that will instruct them in strategies for the integration of literacy and math content into tutoring sessions;
- Engaging in site visits to each of the five schools to observe tutoring sessions which introduce science content through reading and math activities;
- Helping to develop, collect, and create materials which will improve student efforts to tutor/teach community youngsters.

Weekly work schedule:

- Typical: 15 hours/week;
- Training weeks: up to 20 hours/week (2 training weeks per semester);
- Hourly pay rate of $20/hour;
- Tuition remission in the amount of 3 units each semester.

Applications available at the JEP House (801 W.34th Street) or online at www.usc.edu/jep.

DEADLINE TO APPLY : FRIDAY, JULY 31ST
Application – LITERACY/MATH Graduate Coordinator
Joint Educational Project/USC Readers

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 field of interest 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 for 2005-07 school year: ________________________________
Plans for employment after graduation? ____________________________

______________________________________________________________

Community-service or service-learning experience: ________________________

______________________________________________________________

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

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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 more information contact Tina Koneazny by phone or email: (213)740-1834 koneazny@usc.edu

Please drop off application at the JEP House or mail to:

JEP House (Attn: Tina Koneazny) * 801 W. 34th Street *

University of Southern California * Los Angeles, CA  90089-0471

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