Math Advocate

The Joint Educational Project is seeking a graduate student with experience in classroom teaching to serve as a math advocate for its USC ReadersPLUS reading and math tutoring program. Able to commit to a program aimed at providing one-on-one tutoring in mathematics at local elementary schools. This position will be responsible for training undergraduate students for tutoring, creating hands-on math lesson plans for one-on-one tutoring and group projects, and serving as an academic resource for the undergraduate tutors.

Applicants must be able to commit to working with JEP beginning Spring 2010 through Spring 2011 (this position extends beyond Spring 2011 if applicant is interested in a longer term with the program).

This position requires:

- A demonstrated interest in math education;
- Classroom teaching experience;
- Strong interpersonal communication skills;
- Ability to manage a variety of tasks and responsibilities;
- A self-starter, able to take initiative and work independently;
- Experience working in urban communities, preferably in urban schools;

Job responsibilities include:

- Providing training workshops for undergraduate tutors each semester that will instruct them how to convey mathematical concepts to new learners and how to integrate literacy and science with mathematics;
- Advising tutors concerning teaching methods and learning styles;
- Program assessment and evaluation as related to mathematics efforts student progress twice per semester;
- Managing documentation and assisting with reports and proposals as needed;
- Developing, collecting, and creating materials to support tutors.

Hours and pay:

- 20 hours per week
- $20/hour
- 3 units tuition remission per semester

If interested, contact Tina Koneazny, Associate Director – Administration and Educational Outreach at koneazny@usc.edu or at 213-740-1834.
**Application – Math Advocate Graduate Coordinator**

**Joint Educational Project/USC Readers Plan**

**Name:**

(First) (Middle) (Last)

Student ID number: ____________

**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:**

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**Teaching assistantship(s):** Yes  No

Classes, dates, institutions, and professor(s): [if at USC]

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**Research assistantship(s):** Yes  No

Types of research, dates, institutions, and professor(s): [if at USC]

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**Sources of funding for 2005-07 school year:**

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**Plans for employment after graduation?**

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**Community-service or service-learning experience:**

______________________________

**Relevant classroom teaching experience:**

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

1. ____________________________________________
   Name   position    phone number

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 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

Application Deadline: Friday, December 18th, 2009