50% GRADUATE ASSISTANTSHIP

The Joint Educational Project (JEP) is a service-learning program housed in the University of Southern California’s Dornsife College of Letters, Arts and Sciences. JEP was established in 1972 to link traditional classroom-based learning with educational experiences in the community surrounding USC’s main campus. The program seeks to foster the intellectual, social and ethical development of USC students while providing valuable services to community schools and organizations.

JEP is looking for a graduate student to work with JEP’s Associate Director for Research & Academic Affairs to evaluate the program and research learning outcomes for JEP’s service-learning students and alumni.

The ideal candidate will have some combination of the following qualifications:

- An understanding of service-learning pedagogy and practice
- Familiarity with the JEP program
- Demonstrated quantitative research skills
- Database and data management experience
- Experience with evaluation research, preferably evaluating educational/learning outcomes
- An academic background in education or the social sciences and/or a demonstrated understanding of social scientific methodologies, concepts and theories
- Familiarity with longitudinal research
- Knowledge of SOTL approaches and methodology
- An interest and ability to engage with material outside of one’s academic discipline
- The ability to work independently
- The ability to think critically and creatively about teaching and learning processes
- Availability to attend a pre-semester training/retreat, (M-Th the week prior to the beginning of the semester: August 15-18, 2016) and weekly staff meetings (M 1:00-2:00pm during the fall and spring semesters)

Job responsibilities include:

- Assisting with research design, data collection, cleaning, management and analysis
- Conducting literature reviews
- Preparing IRB proposals
- Preparing reports and other research documents
- Designing new program elements as needed and in conjunction with the JEP Associate Director for Research & Academic Affairs and other JEP staff

Other requirements:

To qualify for the 50% graduate assistantship, candidates must be enrolled as a Ph.D. student at USC for the 2016-17 academic year.

Please call or email Susan Harris (213-740-1830, scharris@usc.edu) for more information about the position.

Applications are available at the JEP House (801 W. 34th Street) or online at www.usc.edu/jep. **DEADLINE: The application deadline is Monday, March 21, 2016.**
JEP GRADUATE ASSISTANTSHIP APPLICATION

Name: ________________________________________________________________

USC Student ID#: ____________________________________________________

Permanent Address: ____________________________________________________

______________________________________________________________

Local Address (if different from above): __________________________________

______________________________________________________________

Telephone: __________________ email: _________________________________

Emergency contact: _________________________________________________

(name, relationship and telephone number)

Major field of study and expected terminal degree: _______________________

Semester admitted to current graduate program: ______

Semester/year you expect to graduate: ______

International student?  ___ Yes   ___ No

Research interests, skills and/or areas of specialization: ___________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

Teaching assistantship(s)?  Yes   No

Classes, dates, institution(s) and professor(s)

______________________________________________________________

______________________________________________________________

Have you been a Teaching Assistant for a course that worked with JEP?  Yes   No

If yes, please indicate: _____________________________________________

______________________________________________________________

Research assistantship(s)?  Yes   No

Type of research, dates, institution(s) and professor(s) (if at USC)

______________________________________________________________

______________________________________________________________
Sources of funding for the upcoming summer and school year: ______________

_______________________________________________________

What are your plans for employment after graduation? ________________

_______________________________________________________

_______________________________________________________

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

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Please include the following with your application:

1. A cover letter that describes your research training and experience as well as your interest in this particular position.

2. A copy of your resume or C.V., including a summary of your educational, research, teaching, employment, and community experiences

3. A letter of recommendation from someone familiar with your abilities and experience. (Recommenders may email letters directly to JEP, attention: Susan Harris, scharris@usc.edu.)

APPLICATIONS ARE DUE BY MONDAY, MARCH 21, 2016.

For more information, please call Susan Harris at 213-740-1830.

Please email application to scharris@usc.edu or send hard copy to:
JEP House (Attention: Susan Harris) • 801 W. 34th St.
University of Southern California • Los Angeles, CA 90089-0471