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 and Assistant Directors of Research and Academic Affairs to develop curricula for our service-learning students.

The ideal candidate will have:

- An understanding of service-learning pedagogy and practice
- Familiarity with the JEP program
- An interest and ability to engage with material outside of one’s discipline
- The ability to work independently and in collaboration with others
- The ability to think creatively about teaching and learning processes
- A desire to contribute to research projects stemming from our work with students and the community
- 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:

- Working with JEP staff and faculty to develop curricula for JEP students
- Providing training and support for undergraduate JEP Program Assistants who supervise and evaluate the work of JEP service-learning students
- Preparing reports and other documents
- Working with faculty to develop service-learning projects for their courses
- Designing new program elements as needed and in conjunction with the JEP Associate and Assistant Directors and other JEP staff

Other requirements:

- Must be able to work on-site at the JEP House 2-3 days per week (hours flexible)
- To qualify for the 50% graduate assistantship, candidates must be enrolled as a Ph.D. student at USC for the 2016-17 academic year

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.

Please call Susan Harris (213-740-1830) for more information about the application process or the position.
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 (2-4 letter code) 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)
   ______________________________________________________________________________________
   ______________________________________________________________________________________
Have you ever taken a service-learning course?  
Yes  No

If yes, briefly describe:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Sources of funding for the upcoming school year: ____________________________
________________________________________________________________________

What are your plans for employment after graduation? _______________________
________________________________________________________________________
________________________________________________________________________

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

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Please include the following with your application:

1. A brief personal statement (1-2 pages) that describes your educational philosophy and perspectives about (and/or experiences with) service-learning

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 FRIDAY, MARCH 13, 2015.

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