The Joint Educational Project (JEP) is seeking a graduate student with two years to commit (beginning August 2012) to its USC ReadersPlus program, USC’s America Reads/America Counts program that provides literacy and math tutors to seven local elementary schools. This graduate position will work closely with a second graduate coordinator who will concentrate on literacy. The math coordinator will be responsible for training undergraduate students tutors, creating hands-on math lesson plans for one-on-one tutoring and group projects, monitoring program evaluation, and serving as an academic resource for the undergraduate tutors.

This position requires:

- A demonstrated interest in education, with special emphasis on mathematics;
- 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:

- Training math tutors (both pre-service and during service) in math skills and strategies and best practices in assisting struggling learners;
- Attending and presenting at weekly program staff meetings;
- Communicating regularly with school program coordinators for feedback and support;
- Meeting with undergraduate tutors to provide guidance and support for math instruction;
- Tracking and managing mathematics assessments for program evaluation;
- Managing program documentation and assisting with reports and proposals as needed;
- Engaging in site visits at each of the seven neighborhood schools to observe tutoring sessions and provide on-site support to program staff;
- Collecting, developing and creating materials which will assist tutor efforts teaching children in the community.

Position Details:

- 20 hours per week during the academic year;
- $20/hour;
- Three units of tuition remission provided each semester;
- Must be available for JEP staff retreat August 20 – 23, 2012.

If interested, contact Tina at koneazny@usc.edu or at 213-740-1834
Graduate Student Application
Math Coordinator
JEP / USC Readers

Name: ____________________________  Student ID number: __________

Local Address: ____________________________________________________________

<table>
<thead>
<tr>
<th>street</th>
<th>city</th>
<th>zip</th>
</tr>
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Permanent Address (if different): ____________________________________________

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 2012-13 academic year: ____________________

_____________________________________________________________

Community-service or service-learning experience: ________________

_____________________________________________________________

Plans for employment after graduation? ____________________________

_____________________________________________________________

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 and interest in working for JEP;
- 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.
- Applications are due Wednesday, March 21st, 2012.

For more information contact Tina Koneazny

P: (213)740-1834 E: koneazny@usc.edu

Please return application to JEP at The LOT or mail to:

JEP (Attn: Tina Koneazny) * 801 W. 34th Street *
University of Southern California * Los Angeles, CA 90089-0471