JOB ANNOUNCEMENT

50% GRADUATE ASSISTANTSHIP

The Joint Educational Project (JEP) is a service-learning program housed in the 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 learning outcomes of JEP’s 2000+ service-learning students.

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 management experience
- Experience with evaluation research, ideally evaluating educational/learning outcomes
- Familiarity with digital badge systems, game-based learning and other approaches to education that integrate technology and digital media
- Knowledge of SOTL approaches and methodology
- An academic background in the social sciences and/or a demonstrated understanding of social scientific methodologies, concepts and theories
- An interest and ability to engage with material outside of one’s discipline
- The ability to work independently
- The ability to think critically and creatively about teaching and learning processes
- Availability to attend pre-semester training/retreat (August 20-23)

Job responsibilities include:

- Assisting with research design, data collection, cleaning, management and analysis
- Conducting literature reviews
- Preparing IRB forms
- 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% assistantship, Graduate Assistant candidates must be a currently-enrolled Ph.D. student at USC.

Please call or email Dr. 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.

NEW DEADLINE: The application deadline is Friday, March 23, 2012
JEP GRADUATE ASSISTANTSHIP APPLICATION
2012-13 Academic Year

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: ___________________

Year in graduate school: _____  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 professor 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 FRIDAY, MARCH 23, 2012.**

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

Please drop off application at JEP (currently housed at “The Lot”) or mail to:

JEP House (Attention: Susan Harris) • 925 W. Downey Way
University of Southern California • Los Angeles, CA  90089-0471