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 and Academic Affairs to develop service-learning curricula for our 2000+ 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 20-23) and weekly staff meetings (M 1:00-2:00pm during the fall and spring semesters)

Job responsibilities include:

- Working with course instructors and JEP staff 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
- Designing new program elements as needed and in conjunction with the JEP Associate Director for Research and Academic Affairs 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% assistantship, Graduate Assistant candidates must be a currently-enrolled Ph.D. student at USC

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. A committee will review applications and invite selected candidates to submit curricular materials in a second stage of applications. (Details will be provided; due date for stage two will be mid-March. Finalists will be invited to an interview and offers will be extended in early April.)

Please call Dr. 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 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)

______________________________________________________________

_________________________________________________________________
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 23, 2012.
For more information, please call 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