

Please check one box in each column:

- | | |
|--|--|
| <input type="checkbox"/> I have federal work-study. | <input type="checkbox"/> I would like to tutor in READING. |
| <input type="checkbox"/> I do not have federal work-study. | <input type="checkbox"/> I would like to tutor in MATH. |



University of Southern California
Joint Educational Project
USC ReadersPlus
Application For Employment – Fall 2012

Name _____ 10 digit USC Card No. _____ Date _____

Application Checklist

Your application will not be considered complete unless **ALL** of the following are completed/included:

- A two-day pre-service training is **MANDATORY**. Training will be held on **two Saturdays: September 15th from 9am – 3pm and September 29th from 9am – 3pm**. You **MUST** be able to attend both days of training in order to apply to our program. No make-up training will be conducted.
- A completed application for employment returned prior to application deadline **Friday, September 7, 2012**.
- A letter of recommendation. This letter need not be from a professor, but should be written by whomever can best address your competence and reliability demonstrated in a similar position (i.e. other work or volunteer experience tutoring or other related community service experience) or your capability to hold this sort of job.

Name of recommendation author
Date recommendation mailed
- A copy of your most recent financial aid award letter.
- The attached work availability grid.

Please note:

- ◆ Because this program is based in schools, Readers may work between 8 to 20 hours a week **at the school sites between the hours of 8:30 AM and 5:00 PM**.
- ◆ Readers **may not split their work-study awards** between this program and other departments on campus.

I have completed the above listed requirements and certify that all information recorded on this application is true and correct.

Applicant signature

Date

General Information

| | |
|-----------------------------|-------------------------|
| Local Address _____ | Permanent Address _____ |
| City _____ | City _____ |
| State ____ California _____ | State _____ |
| Zip Code _____ | Zip Code _____ |
| Phone (____) _____ | Phone (____) _____ |
| Mobile (____) _____ | Email Address _____ |
| | Emergency Contact _____ |

Please list below other commitments you have during the upcoming academic year, including affiliations with other organizations, plans for overseas study, etc.

References

| <u>Full Name</u> | <u>Address</u> | <u>Telephone #</u> |
|------------------|----------------|--------------------|
| | | |
| | | |

Employment History

| <u>Company Name</u> | <u>Job Title</u> | <u>From</u> | <u>To</u> | <u>Supervisor</u> | <u>Telephone #</u> |
|---------------------|------------------|-------------|-----------|-------------------|--------------------|
| | | | | | |

Please return this application and all accompanying documents to the JEP House:

Tina Koneazny
 801 W. 34th Street
 Los Angeles, CA 90089
koneazny@usc.edu
 p: 213.740.1834
 f: 213.740.1825

Application Deadline: Friday, September 7th

Job Responsibilities for USC Reader/Math Mentor

Working as a USC Reader or Math Mentor requires a high level of responsibility due to its primary goal of bringing about student growth in academic achievement and self-confidence. Please review the list below of pertinent job responsibilities prior to applying:

- Must have at least eight hours to commit to working at assigned school each week.
 **** **NOTE:** The large majority of your working hours must be filled between the hours of 8 – 2pm when schools are in session, in order to provide the individualized academic assistance that is our program’s primary focus. Additional hours may be available assisting in after school programs at each site, between the hours of 2:30 – 5:00pm.
- Attendance is required at mandatory weekly staff meetings for each school site. Days and times to be determined by your assigned school site coordinator.
- Submission of regular paperwork must be completed and turned at the end of each week (one piece of paperwork per week). On-line timesheets must be submitted on time biweekly in order to be paid.
- Attendance at one-on-one chats to discuss the goals and progress of neighborhood students with USC Readers^{Plus} graduate staff is required twice each semester (at JEP’s temporary home at ‘The Lot’).

Consistent communication with school site coordinator and USC Readers^{Plus} central office staff, requiring attentiveness and response to email on a regular basis.



University of Southern California
Joint Educational Project

USC Readers^{Plus}
Spring 2012

Name *(first, last)* _____ Site _____

Local phone _____ Cell phone _____

E-mail address _____

Please mark ALL hours you are available to work at the school. (Remember to allow extra time for transportation to and from the sites, about 30 mins.) Write the preferred number of hours that you would like to be scheduled per week below the completed grid.

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--------|--------|---------|-----------|----------|--------|
| 8:00a | | | | | |
| 9:00a | | | | | |
| 10:00a | | | | | |
| 11:00a | | | | | |
| 12:00p | | | | | |
| 1:00p | | | | | |
| 2:00p | | | | | |
| 3:00p | | | | | |
| 4:00p | | | | | |

If possible, I would like to be scheduled to work _____ hours per week.