I would like to tutor in READING ___ MATH ___ (Check ONE)

University of Southern California
Joint Educational Project
USC Readers Plus

Application for Employment- SPRING 2018

Name: __________________________ 10 digit USC Card No. _____________ Date: _______

Please check one box in each column:
___ I have federal work-study.
___ I do not have federal work-study, but I have completed a FAFSA for Financial Aid.
___ I do not have federal work-study and did not apply for Financial Aid.

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: January 27th and February 3rd from 9–3:30pm each day. You MUST be able to attend both days of training in order to apply to our program. No make-up training will be conducted.

☐ All application documents for employment must be received by the JEP House no later than 5pm Friday, January 19th, 2018.

☐ A letter of recommendation. This letter need not be from a professor, but should be written by whomever you feel can best address your competence and reliability demonstrated in a similar position (i.e. other work or volunteer experience tutoring, related community service experience) or your capability to hold this sort of job. [This must be written on letterhead and may be submitted by either email or regular mail].

__________________________________________________  __________________________
Name of recommendation author Date recommendation sent
(Must arrive no later than Wed., 1/24)

☐ I am an NAI Scholar (no letter of recommendation required)

☐ A copy of your most recent financial aid award letter, if you receive financial aid.

☐ The attached work availability grid.

Please note:

♦ Because this program is based in schools, tutors must work at the school sites between the hours of 8:30 AM and 5:00 PM. Tutors must have a minimum of 6 hours per week to commit and may work up to 20, depending on availability and work-study award amount.

♦ 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: _____________________________ State: _____________________________

Zip Code: _____________________________ Zip Code: _____________________________

Phone: (_____) ________________ Phone: (_____) ________________

Mobile: (____) _________________ Emergency contact phone: (____) ________________

Email address: _________________ Emergency contact name and relationship: ___________________________

Personal Information:

MAJOR: ______________________________

STATUS:  ___ Freshman  ___ Sophomore  ___ Junior  ___ Senior  ___ Graduate

EXPECTED GRADUATION DATE: Semester__________________ Year _____________

Have you ever worked on a USC campus using Federal Work-Study? _____ Yes  _____ No  When?______________

Do you have a car? [ ] Yes [ ] No  Are you willing to offer others a ride? [ ] Yes  [ ] No

Do you have a bike? [ ] Yes [ ] No

Do you speak a language other than English?
Spanish           [ ] none  [ ] a little  [ ] moderate  [ ] fluent
Other (please specify) ________________  [ ] none  [ ] a little  [ ] moderate  [ ] fluent

Placement preference (rank):
Foshay Learning Center              ____             Weemes Elementary School     ____
John Mack Elementary                ____             Alexander Science Center      ____
Norwood Elementary School           ____             32nd Street School            ____
Vermont Elementary School           ____             No Preference                 ____

How did you hear about us?
DT Ad    ___ SC Connect     ___ Friend    ___
USC Hub ___ Class Presentation ___ Involvement Fair ___
Club/Org Announcement ___ Flyer       ___ Work Study Fair ___
Work Study Email/ Tweet ___
Relevant Experience

Explain your knowledge of and experience within an inner city community, including any specific community service experiences you have had.

________________________________________________________________________________________

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

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References

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Employment History

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University of Southern California
Joint Educational Project
USC ReadersPlus
Spring 2018

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.

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☐ If possible, I would like to be scheduled to work ________ hours per week (must be at least 6)

☐ I would be interested in working with a JEP partner program – Kinder to College - on Saturday mornings when offered

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 * 213.740.1834
Due Date: Friday, January 19th (Letters of Recommendation by Wednesday, January 24th)

☐ Reading Tutor
☐ Math Tutor
Job Responsibilities for USC Reading/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 SIX 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 8:30 – 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.

• One additional mid-semester training (date and time to be determined) is mandatory for all students each semester.

• 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 student summary meetings with graduate coordinators to discuss the goals and progress of neighborhood students with USC ReadersPlus graduate staff is required twice each semester (at the JEP House).

• Consistent communication with school site coordinator and USC ReadersPlus central office staff, requiring attentiveness and response to email on a regular basis.

Please keep this page for your records.
Should you ever need clarification, refer to this page for a review of your job responsibilities.