

## USC Joint Educational Project (JEP) JOB ANNOUNCEMENT

### Readers<sup>PLUS</sup> Math Program Director, Graduate Student -- *Program Development and Support*

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The USC Readers<sup>PLUS</sup> program's twin objectives are to bring additional funding to higher education through meaningful work opportunities for college students, and to promote reading and math literacy in urban communities. We currently serve seven of USC's adopted "family of schools" by providing math and reading tutoring for students in grades k-5.

The Joint Educational Project (JEP) and USC ReadersPlus is currently seeking a graduate student who can commit two years to our program. This person will be responsible for assisting in the coordination of the USC Readers Plus program by training and supporting undergraduate students who provide tutoring and academic enrichment to elementary students.

#### This position requires:

- Experience working in urban communities, preferably with BIPOC students;
- A demonstrated interest in elementary education with math emphasis;
- Strong interpersonal communication skills;
- Ability to manage a variety of tasks and responsibilities;
- Ability to take initiative and work independently;

#### Job responsibilities include:

- Training undergraduate student tutors on teaching strategies and lesson planning;
- Training and supporting program Peer Leadership team – Program Coordinators and Assistants – who manage tutors at each of our seven school sites;
- Planning for and leading weekly staff meetings;
- Communicating regularly with school coordinators for feedback and support;
- Meeting with undergraduate tutors to provide guidance for math instruction;
- Tracking, managing and analyzing student growth and learning outcomes;
- Collaborating in preparing Mid and End of year reports for program evaluation;
- Managing documentation to contribute to reports;
- Engaging in site visits to observe tutoring sessions and provide support;
- Helping to develop, collect, and create materials which will improve student efforts to tutor/teach community youngsters.

#### Position Details:

- **This position requires a minimum of three semesters, Spring 2024 through Spring 2025,** to allow for personal growth in the position. Limited pre-service training hours, fall 2023.
- 20 hours per week, hourly pay rate \$22/hr.
- Tuition remission in the amount of 3 units each semester, beginning spring 2024
- **Must be available for JEP staff retreat August 19 – 24, 2024.**

Applications available online at <https://dornsife.usc.edu/joint-educational-project/>

**Application -- Graduate Coordinator, Program Development & Support  
Joint Educational Project/USC Readers<sup>Plus</sup>**

**Name:** \_\_\_\_\_ Student ID number: \_\_\_\_\_  
(First) (Middle) (Last)

Local Address: \_\_\_\_\_  
*street city zip*

Permanent Address (if different): \_\_\_\_\_  
*street city zip*

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
*(Name, relationship, and telephone number)*

Major concentration and expected degree: \_\_\_\_\_

Year in graduate school: \_\_\_\_\_ Semester/year you expect to graduate: \_\_\_\_\_

Professional interests, experience and/or areas of specialization: \_\_\_\_\_  
\_\_\_\_\_

Sources of funding (i.e. Federal Work Study, Scholarships, etc): \_\_\_\_\_  
\_\_\_\_\_

Please include the following with your application:

- A brief personal statement (1-3 pages) that describes your educational philosophy;
- 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.
- For any questions or more information email Tina Koneazny at [koneazny@usc.edu](mailto:koneazny@usc.edu)

~ **Application Deadline: Friday, October 14th, 2023** ~