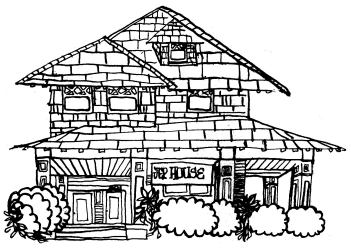
USC JOINT EDUCATIONAL PROJECT



JOB ANNOUNCEMENT

50% GRADUATE ASSISTANTSHIP (TEACHING)

The Joint Educational Project (JEP) is a service-learning program housed in the University of Southern California's 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 staff to develop curricula for our 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
- Availability to attend an in-person pre-semester training (M-Th the week prior to the beginning of the semester: August 17-20, 2026) and weekly staff meetings (M 1:00-2:00pm during the fall and spring semesters)

Job responsibilities include:

- Working with JEP staff and faculty to develop curricula for JEP students, including developing and facilitating group discussions in line with JEP's program objectives
- 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 JEP staff

Additional opportunity:

- If you are interested in working on research projects to evaluate learning outcomes stemming from our work with students and communities, check the box below

  ☐ Yes, I'm interested**

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% graduate assistantship, candidates must be enrolled as a USC Ph.D. student for the 2026-2027 academic year (Dornsife candidates are preferred but not required).*

DEADLINE: The application deadline is Monday, April 6th, 2026.

Please contact Dr. Samantha Bernstein-Sierra (srbernst@usc.edu) for more information about 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 (2-4 letter code) and expected terminal degree: _____

Semester admitted to current graduate program: _____

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):

name position phone number

1. _____

2. _____

3. _____

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

   ** **If you checked the box above indicating your interest in research**: please also include a 1-2 paragraph statement that describes your research training and experience as well as your interest in this particular area of research (i.e., teaching & learning, community engagement, service-learning, higher education, pedagogy, etc.)

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: Samantha Bernstein-Sierra, srbernst@usc.edu.)

APPLICATIONS ARE DUE MONDAY, APRIL 6th, 2026.

Please email application to Dr. Samantha Bernstein-Sierra (srbernst@usc.edu)

For more information, please visit our website: https://dornsife.usc.edu/joint-educational-project/work-at-jep/.