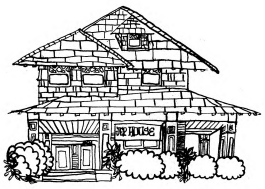
USC JOINT EDUCATIONAL PROJECT



JOB ANNOUNCEMENT:
FRONT OFFICE ASSISTANT

ABOUT JEP

The Joint Educational Project (JEP) is a service-learning and community engagement 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 seeking a hard-working and committed student to work as the Front Office Assistant. **Graduate students preferred as large blocks are required for 15 - 20 total hours per week**. Monday – Friday between 8:30am – 5:00pm. $18.42 hourly rate.

Deadline: ASAP!

Responsibilities include:

- Answer telephones, screen and direct calls, take and relay messages in a timely manner
- Greet visitors and route them to appropriate staff or outside organizations
- Maintain and monitor student sign-in board
- Assist with general administrative and clerical support
- Maintain office filing and storage systems
- Update and maintain databases such as mailing lists, contact lists and student information
- Monitor student "compliance" with various program requirements
- Provide support with donor relations
- Deliver on campus messages and run errands
- Receive, sort and distribute incoming mail
- Track office supplies
- Maintain supplies by checking stock to determine inventory levels and order supplies
- Staff on-campus events related to JEP
- Other duties as assigned

Required experience and competencies:

- Some knowledge of JEP programs, service-learning and/or community engagement
- Computer skills including MS Office and Google Workspace
- Familiarity with databases and/or data management
- Excellent verbal and written communication
- Organization and planning
- Multi-task-oriented
- Attention to detail
- Accuracy
- Flexibility
- Reliability
- Timeliness
- Teamwork

Ideal Experience and Competencies:

- Experience in a JEP program
- Database administration experience

APPLICATION DEADLINE: ASAP!

Please email completed applications (including a cover letter and resume) to Sharon Blount at jephouse@usc.edu.

JOINT EDUCATIONAL PROJECT
Front Office Assistant Application

Applicants are required to attach resumes to this application form and encouraged to attach cover letters as well. Be sure to answer all questions. Feel free to attach additional pages for your responses if necessary. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Name: (Last, First, Middle):		Other names under which you have attended school or been employed:	
Street Address:		City, State & Zip:	
Student ID#:	Home Phone:	Cell Phone:	
Emergency Contact:	Relationship:	Phone:	
Are you eligible to work in the United States?	☐Yes ☐No	Primary E-mail address:	
Have you worked on campus before?	☐Yes ☐ No	If YES, what was your prior job title & department?	
Will you work for another office on campus next semester?	☐Yes ☐ No	If YES, how many hours will you work at the other job?	
Do you have work study?	☐Yes ☐ No	If YES, what is your work study amount?	
Please check one: Graduate student ☐ Undergraduate student ☐	Major:	Minor:	Expected Graduation date:
Have you participated in JEP?	☐ Yes ☐ No	How many times?	Course(s)/program(s):

Please mark an (X) in the box for the day and hour that you are *available to work with JEP*.

	A.M.					P.M				
	8	9	10	11	12	1	2	3	4	5
MON										
TUE										
WED										
THUR										
FRI										

Please indicate any other additional notes regarding your availability below:

WORK/VOLUNTEER EXPERIENCE- Please list your work experience for the **past two years** beginning with your most recent job held. **NOTE**: The Joint Educational Project reserves the right to contact all current and former employers for reference information.

Dates Employed: From: To:	☐Full time ☐ Part-time If part-time, # hrs./wk:	Your last job title:
Name of employer and Address:		
Name of Supervisor, Title and Phone #:	Other Reference Name, Title and Phone #:	
Primary duties:		Reason for Leaving:
Dates Employed: From: To:	☐Full time ☐ Part-time If part-time, # hrs./wk:	Your last job title:
Name of employer and Address:		
Name of Supervisor, Title and Phone #:	Other Reference Name, Title and Phone #:	
Primary duties:		Reason for Leaving:
Dates Employed: From: To:	☐Full time ☐ Part-time If part-time, # hrs./wk:	Your last job title:
Name of employer and Address:		
Name of Supervisor, Title and Phone #:	Other Reference Name, Title and Phone #:	
Primary duties:		Reason for Leaving:

Please provide two professional or academic references that can speak to your work ethic, abilities, and/or potential.

Name _____	**Name** _____
Relationship _____	**Relationship** _____
Company/School _____	**Company/School** _____
Address _____	**Address** _____
_____	_____
Telephone ( ) _____	**Telephone ( )** _____

Tell us about yourself: Please use this space to elaborate on any background, experience, or qualifications, which you believe should be considered in evaluating your qualifications for employment. You may include hobbies, volunteer experience, and other activities you believe relevant.

What interests you about this position?

Tell us more about your experiences, competencies, and qualifications for the position.

Give an example of an activity where you worked as part of a team. What did you learn from it?

Tell us about a challenge or conflict you've faced at work or school and how did you deal with it?

PLEASE READ CAREFULLY

The following items are **REQUIRED** for the position of the
Front Office Assistant at the Joint Educational Project.

1. Ability to work 7-15 hours per week between 8:30a.m. – 5:00p.m. Monday – Friday.
2. Available to attend pre-semester training on Friday, January 8th (time TBD)

Thank you for completing this application form and for your interest in the position. By signing below you agree and confirm that you are willing to commit yourself to the responsibilities of this job.

Applicant Signature: _____ Date:_____

DUE DATE: ASAP!

Please note: JEP staff will review applications and will contact applicants selected to interview for the position.