

JOB DESCRIPTION: Peace Games Coordinator
USC Joint Educational Project



USC's Joint Educational Project (JEP) is one of the oldest and largest service-learning organizations in the United States. Since 1972, JEP has placed thousands of USC students in local schools and non-profit agencies to work on community service projects for course credit. Since 2001, JEP has partnered with Norwood Elementary School to coordinate "Peace Games"—a school-wide violence prevention program that uses structured interactive games and community service projects to prepare elementary school students to be proactive peacemakers.

JEP is seeking a graduate student to assist with the coordination of the Peace Games program at Norwood Elementary. The Peace Games Coordinator position offers the right graduate student a wonderful opportunity to learn about program administration, community-building, collaboration, and elementary and higher education.

Job Responsibilities:

- Teach the Peace Games curriculum (approximately 1-2 hours per week)
- Work closely with JEP Program Assistants and Norwood staff to schedule JEP service-learning students in the classrooms
- Work with the Peace Games team to train JEP service-learning students and other volunteers
- Monitor and support the work of JEP service-learning students over the course of each semester
- Work closely with Norwood teachers to problem-solve
- Distribute and collect student evaluations
- Attend Peace Game Leadership Team meetings to help shape the direction of the program
- Work closely with Norwood to develop community support for the program at the school
- Collect data about the program for grant writing and reports
- Publish monthly "Peace Pages" newsletter

Remuneration consists of hourly wages (\$20/hour for approximately 20 hours per week), and a supportive, flexible working environment. Note: most work will take place off campus at Norwood Elementary School (located at 2020 Oak St.).

Please call Susan Harris (213-740-1830), Alice Green (213-443-3115) or Diana Ruiz (213-744-1639) for more information about the position. **Applications are available online at www.usc.edu/jep and are due at the JEP House (801 W. 34th Street) by 5:00pm by Friday August 8, 2008.**

2008-09 PEACE GAMES COORDINATOR APPLICATION

Name: _____

Permanent Address: _____

Local Address (if different from above): _____

Telephone: _____ email: _____

Emergency contact: _____
(name, relationship and telephone number)

Student I.D. Number: _____

Major field of study and expected terminal degree: _____

Year in graduate school: _____ Semester/year you expect to graduate: _____

International student? ___ Yes ___ No

Area(s) of specialization and/or research interests: _____

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

Research assistantship(s): Yes No

Type of research, dates, institution(s) and professor(s) (if USC)

Sources of funding for the 2008-09 school year: _____

Community, volunteer and/or service-learning experience:

Hours per week you will have available to work for Peace Games: _____

What are your plans for employment after graduation? _____

Work or school-related references:

name	position	phone number
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1. _____

2. _____

3. _____

Please include the following with this application:

1. A brief personal statement (1 page) that describes your interest in the position
2. A copy of your resume or C.V., including a summary of your educational, work, and community-based experiences
3. A letter of recommendation from someone familiar with your abilities and experience.

APPLICATIONS ARE DUE FRIDAY, AUGUST 8, 2008.

For more information, please call Susan Harris (213-740-1830), Alice Green (213-443-3115) or Diana Ruiz (213-744-1639).

**Please drop off completed application at the JEP House or mail to:
JEP House (Attn: Susan Harris) • 801 W. 34th Street •
University of Southern California • Los Angeles, CA 90089-0471**