

## **JOB ANNOUNCEMENT – Graduate Student**

### **Pen Pal Program African Millennium Foundation/USC Readers<sup>Plus</sup>**

The Joint Educational Project (JEP) and USC Readers<sup>Plus</sup> is seeking a graduate student with at least two years to commit to a program aimed at increasing literacy education and SAT prep for middle school students through a combination of lectures and creative writing activities in one of the university's local schools (St. Agnes). This person will be responsible for coordinating all aspects of the African Millennium (AMF) Pen Pal Program [[www.1amf.org/pen\\_pal.htm](http://www.1amf.org/pen_pal.htm)] and will also provide literacy support to the tutors working with the USC Readers<sup>Plus</sup> program [[www.usc.edu/readersplus](http://www.usc.edu/readersplus)].

#### **This position requires:**

- Experience working in urban communities, preferably in urban schools;
- A demonstrated interest and expertise in literacy/education;
- Strong interpersonal communication skills;
- Flexibility and the ability to manage a variety of tasks and responsibilities;
- A self-starter, able to take initiative and work independently.

#### **Job responsibilities include (but are not limited to):**

- Collaboration with the community project director, USC project director and community school staff in scheduling each Pen Pal session.
- Collaboration with BETA group leaders in synthesizing meaningful authentic literacy activities.
- Consulting with Language Arts teachers from St. Agnes in embedding lessons and activities into their curriculum.
- Organizing field trips, KAPLAN testing sessions and community events.
- Program design and implementation of core curriculum.
- Obtaining and organizing program supplies and materials for sessions.
- Providing students and their parents with information about the college admission process, including SAT testing materials, and the application process.
- Training USC Readers<sup>Plus</sup> reading tutors
- Review and assessment of literacy lesson plans

The position requires 15 hours per week. Applications available at the JEP House (801 W.34<sup>th</sup> Street) or online at [www.usc.edu/jep](http://www.usc.edu/jep).

**Application – African Millenium Foundation Pen Pal Program**  
**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 field of interest and expected degree: \_\_\_\_\_

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

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

Teaching assistantship(s): Yes No  
Classes, dates, institutions, and professor(s): [if at USC]

\_\_\_\_\_  
\_\_\_\_\_

Research assistantship(s): Yes No  
Types of research, dates, institutions, and professor(s): [if at USC]

\_\_\_\_\_  
\_\_\_\_\_

Sources of funding for 2005-07 school year: \_\_\_\_\_

\_\_\_\_\_

Plans for employment after graduation? \_\_\_\_\_

\_\_\_\_\_

Community-service or service-learning experience: \_\_\_\_\_

\_\_\_\_\_

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:

- A brief personal statement (1-3 pages) that describes your educational philosophy;
- Financial aid statement (sources of funding);
- 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 more information contact

Tina Koneazny by phone or email: (213)740-1834 [koneazny@usc.edu](mailto:koneazny@usc.edu)

Please drop off application at the JEP House or mail to:

JEP House (Attn: Tina Koneazny) \* 801 W. 34<sup>th</sup> Street \*

University of Southern California \* Los Angeles, CA 90089-0471