

JOB ANNOUNCEMENT

Science Education Graduate Coordinator Joint Educational Project/USC Readers^{Plus}

The Joint Educational Project (JEP) and USC Readers^{Plus} is seeking a graduate student with at least two years to commit to a program aimed at increasing science education in local schools. This person will be responsible for coordinating the activities of the USC/JPL Science Education Collaborative (staff members from the science departments on campus and NASA's Jet Propulsion Laboratory (JPL) as well as training, recruiting and placing university undergraduates for science teacher assistant positions.

This position requires:

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

Job responsibilities include:

- Organize meetings with the Science Education Collaborative;
- Contact school administrators to schedule teacher science workshops;
- Meet with teachers and school staff to do an extensive needs assessment of science needs at partnering schools;
- Managing documentation and writing reports and proposals as required;
- Provide trainings to the USC Readers and Math Mentors that will instruct them in strategies for integration of science content into reading and math tutoring sessions;
- Engaging in site visits to each of the five schools to observe tutoring sessions which introduce science content through reading and math activities;
- Helping to develop, collect, and create materials which will improve student efforts to tutor/teach community youngsters;

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

Application -- Science Education Graduate Coordinator
Joint Educational Project/USC Readers^{Plus}

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):

- | | <i>Name</i> | <i>position</i> | <i>phone number</i> |
|----|-------------|-----------------|---------------------|
| 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

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

JEP House (Attn: Tina Koneazny) * 801 W. 34th Street *

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