

JOB ANNOUNCEMENT

SERVICE-LEARNING LIAISON

The Joint Educational Project (JEP) is a service-learning program based in the College of Letters, Arts and Sciences. JEP was established in 1972 to link traditional classroom-based learning with educational experiences in the urban community surrounding USC. The program seeks to foster the intellectual, social, ethical, and civic development of USC students while providing services valued by our community partners. Each semester approximately 1000 students provide mentoring, tutoring, and other services to community schools and agencies for academic credit.

The Service-learning Liaison works with JEP's Director of Academic Development, USC faculty (primarily in the social sciences), and community-based organizations to develop service-learning assignments that help students connect what they are learning in the classroom with what they are learning in the community.

The Service-learning Liaison position requires:

- An understanding of service-learning pedagogy and an ability to think critically and creatively about teaching and learning processes
- An academic background in the social sciences (and/or a demonstrated understanding of fundamental social scientific approaches) and an ability to engage with material outside of one's discipline
- An ability to communicate and build relationships with a variety of people in a variety of contexts
- A willingness to be available to students and agencies on a limited, daily (M-F) basis
- Attendance at a pre-semester training/retreat and weekly staff meetings (M 1:00-2:00pm)

Job responsibilities include:

- Working with professors, teaching assistants, and JEP's Director of Academic Development to develop academic assignments and other credit options for JEP students
- Identifying potential placement sites for service-learning students
- Serving as the point-of-contact for service-learning site coordinators
- Periodically monitoring service-learning students' work at the sites
- Grading students' weekly reflection papers and/or leading weekly discussion groups
- Providing training and support for the undergraduate JEP Program Assistants who supervise and evaluate the work of JEP students
- Assisting students who need additional help in connecting their in- and out-of-class learning experiences
- Assisting with the production of a newsletter and other training materials for faculty
- Designing new program elements as needed and in conjunction with the JEP Director of Academic Development and other JEP staff

Remuneration consists of hourly wages (15-20 hours per week), tuition remission, and a supportive, flexible working environment.

Please call Susan Harris (213-740-1830) for more information about the position.

Applications are available at the JEP House (801 W. 34th Street) or online at www.usc.edu/jep. **The deadline for submission is THURSDAY, APRIL 21, 2005.**

JEP SERVICE-LEARNING LIAISON 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

Research interests, experience 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

Research assistantship(s): Yes No

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

Sources of funding for the 2005-06 school year: _____

Hours per week you will have available to work at JEP: _____

What are your plans for employment after graduation? _____

Community, volunteer and/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:

1. A brief personal statement (1-2 pages) that describes your educational philosophy and approach to service-learning
2. A copy of your resume or C.V., including a description of your educational, work, and community-based experiences
3. A letter of recommendation from someone familiar with your abilities and experience.

APPLICATIONS ARE DUE THURSDAY, APRIL 21, 2005.
For more information, please call Susan Harris at 213-740-1830.

Please drop off 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