America Reads Graduate Internship
Learning and Writing Center
Division of Student Life

The America Reads Graduate Assistant works closely with the faculty and staff of the USF Learning & Writing Center (LWC) to oversee undergraduate tutors who provide literacy tutoring to local elementary schools and after-school programs within the San Francisco Unified School District. The Graduate Assistant is responsible for supervising the America Reads administrative assistant (undergraduate student), overseeing and coordinating an extensive database of tutor information with the America Reads administrative assistant, hiring, training, and supervising America Reads tutors (all undergraduate students), keeping in regular contact with America Reads sites, instructors, observing and coaching tutors and communicating daily with participating tutors.

Specific duties include:

- Recruiting, interviewing and hiring suitable tutors for the program
- Organizing an orientation for new and returning tutors each semester
- Ensuring each tutor meets requirements and completes all parts of the application process
- Placing new and returning tutors at the sites
- Organizing timesheets and tutor logs
- Creating, overseeing and/or maintaining the filing system and database for the tutors
- Organizing and maintaining statistics of tutors
- Assisting America Reads tutors and trouble-shooting problems
- Researching, planning and facilitating tutor trainings and meetings
- Helping to ensure open communication between sites, tutors, program/training staff
- Developing programming and creating adequate assessments
- Instructional coaching of tutors through on-site observations and assessment rubrics
- Collaborating with different offices across campus to create robust trainings and learning opportunities for the America Reads tutors

Grad Assistant will also:

- Help maintain contact with the sites, including 1-2 site visits per semester
- Serve as a contact person and supervisor for the America Reads tutors
- Co-teach tutor trainings
- Compile end of semester report (fall) and end of year report (spring)
- Participate in other LWC events, including but not limited to: the fall Open House and the staff volunteer/fun activity once per semester
Professional Competencies

Outlined by ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners (2015), the primary competency areas that the graduate intern will develop, include:

Social Justice and Inclusion (SJI)
A process and a goal to create learning environments that foster equitable participation of all groups while seeking to address and acknowledge issues of oppression, privilege, and power. Seeking to meet the needs of all groups, equitably distributing resources, raising social consciousness, and repairing past and current harms on campus communities.

Leadership (LEAD)
Leadership involves both the individual role of a leader and the leadership process of individuals working together to envision, plan, and affect change in organizations and respond to broad-based constituencies and issues. This can include working with students, student affairs colleagues, faculty, and community members.

Organizational and Human Resources (OHR)
Student affairs professionals bring personal strengths and grow as managers through challenging themselves to build new skills in the selection, supervision, motivation, and formal evaluation of staff; resolution of conflict; management of the politics of the organizational discourse; and the effective application of strategies and techniques associated with financial resources, facilities management, fundraising, technology, crisis management, risk management and sustainable resources.

Qualifications:
Enrollment in masters degree program required. USF’s School of Education applicants are preferred. Eligibility for federal student aid (FAFSA) REQUIRED. The position requires strong organizational and communication skills, a strong interest in education and early literacy, computer skills, and the ability to work with others. Maintaining professionalism under stress is a must. Prior tutor experience with K-3rd grade is helpful. Prior experience with program coordination and experience working in K-6 education is also helpful, but not necessary to apply.

Time Commitment and Salary/Benefits: A full year commitment is required. Must reapply at the end of the 1st year for a 2nd term. Intern will work M-F (some evenings and/or weekends required) at a rate of $20.00 per hour for up to 370 hours per semester. 25 hours per week for 2 weeks prior to the semester starting, 20 hours per week during the semester. Funding support for professional development, MUNI pass, or Dons Dollars in the amount of $350 will be provided by the host department. Please note all compensation is taxable.
Supervisor: Kimberly Harris, Assistant Director, Learning and Writing Center

Application Procedure: Please visit https://myusf.usfca.edu/student-life/graduate-internships for details on how to apply.

USF is an Equal Opportunity/Affirmative Action Employer. We particularly encourage minority and women applicants to apply for all positions. The University provides reasonable accommodations to individuals with disabilities upon request.

Established as San Francisco’s first Institution of higher learning in 1855, the University of San Francisco presently serves over 9,000 students in arts and sciences, management, education, nursing, and law. The University is a private Catholic and Jesuit Institution and particularly welcomes candidates who desire to work in such an environment.