

America Reads Graduate Intern Position
The Learning Center, Division of Student Life

The mission of The Learning Center is to provide students and staff with opportunities to increase and enhance their academic skills and abilities through cultivating effective learning practices. We support investment in learning and studying and respect individual learning styles. We believe in creating an environment that is conducive to learning as well as serving as role models. With the goal of creating lifelong learners, we strive to support students' endeavors towards self-confidence and higher academic achievement and performance.

The America Reads Graduate Assistant works closely with the faculty and staff of The Learning Center 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 overseeing and coordinating an extensive database of tutor information, 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.

Primary Activities

Responsibilities within this position include but are not limited to:

1. Recruiting, interviewing, and hiring suitable tutors for the program; ensuring each tutor meets requirements and completes all parts of the application process
2. Organizing an orientation for new and returning tutors at the start of each semester; researching, planning, and facilitating tutor trainings and meetings throughout the semester; collaborating with different offices across campus to create robust trainings and learning opportunities for the America Reads tutors
3. Serving as a contact person and supervisor for the America Reads tutors and troubleshooting problems, when necessary
4. Placing new and returning tutors at America Reads sites
5. Helping to ensure open communication between sites, tutors, program/training staff, including 1-2 site visits per semester
6. Organizing timesheets and tutor logs
7. Creating, overseeing, and/or maintaining the filing system and database for the tutors
8. Providing instructional coaching of tutors through on-site observations, assessment rubrics and one-on-one meetings
9. Ensuring that mid-term, beginning-of-term, and end-of-term assessment data is analyzed and distributed
10. Compiling end-of-term report (fall) and end-of-year report (spring)



Additional Expectations

1. Maintaining positive working relationships with USF faculty and staff
2. Collaborating with other Learning Center programs on joint campus events (i.e. Tutorpalooza)
3. Participating in Learning Center events and professional development opportunities
4. Modeling appropriate professional attitudes and behaviors to staff, faculty, students, and others on and off campus

Professional Competencies

Outlined by *ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners (2016)*, the primary competency areas that the graduate intern will develop, include:

- **Social Justice and Inclusion (SJI):** It is a process and a goal which includes the knowledge, skills, and dispositions needed to create learning environments that foster equitable participation of all groups while seeking to address and acknowledge issues of oppression, privilege, and power. This competency involves student affairs educators who have a sense of their own agency and social responsibility that includes others, their community, and the larger global context. Student affairs educators may incorporate social justice and inclusion competencies into their practice through 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):** The Leadership competency area addresses the knowledge, skills, and dispositions required of a leader, with or without positional authority. 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):** The Organizational and Human Resources competency area includes knowledge, skills, and dispositions used in the management of institutional human capital, financial, and physical resources. This competency area recognizes that 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 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 Compensation

A full year commitment is required. Must reapply at the end of the 1st year for a 2nd term. This position 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 start of the semester; 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

Assistant Director, The Learning Center

Application Procedure

Please contact lwc@office.usfca.edu or 415-422-6713 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.