

# WE ARE HIRING

## T TENNESSEE READING RESEARCH CENTER

The TN Reading Research Center is hiring hourly student workers to support a review of elementary literacy curricula. Students will review lesson guides and materials and extract specific information from the curricula according to a protocol.

Pay is \$12 per hour for undergraduates or \$15 per hour for graduate students. The expected time commitment is 10-12 hours of work per week. **These positions will begin as soon as January 13, 2025, but no later than February 3, 2025. Applications are being accepted beginning November 11, 2024.**

## LITERACY CURRICULA REVIEWER

### WHILE WORKING ON THIS JOB, STUDENTS WILL:

- Gain experience working in a professional environment.
- Learn skills for conducting curriculum reviews such as reviewing, evaluating, and extracting information from lesson plans and materials using defined protocols.
- Use software for data extraction, such as Qualtrics.
- Receive feedback on their performance.

### RESPONSIBILITIES

- Review and evaluate curriculum materials using specified criteria and other protocols.
- Maintain reliability with team members working on the project.
- Meet daily and weekly goals for completing reviews.
- Arrive to work on time, ready to work, and dressed appropriately (business casual).
- Exhibit professional conduct within the work environment.

### REQUIRED QUALIFICATIONS

- Attention to detail.
- Ability to comprehend lesson guides written for elementary teachers.
- Ability to accept feedback and adapt accordingly.
- A strong work ethic.
- Ability to work independently or as part of a team.

### PREFERRED QUALIFICATIONS

- Knowledge of elementary literacy instruction is helpful but training will be provided.

### ACCESS & ENGAGEMENT STATEMENT:

The TRRC seeks to hire diverse and underrepresented candidates. “Diverse” includes people from various cultural, racial, and ethnic backgrounds. “Underrepresented” includes but is not limited to neurodivergence, physical abilities, country of origin, ethnicity, gender, race, sexual orientation, veteran, etc.

**SEND COVER  
LETTER &  
RESUME TO:**

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