

Graduate Assistant Opportunity

Dornsife First-Year Advising (FYA) provides academic advising for entering freshman students in Dornsife majors across the Humanities, Social Sciences, and Natural Sciences. FYA facilitates students' successful transition from high school to USC.

All first-time freshmen will start their Dornsife career working directly with someone from the First Year Advising team based on the declared major and will transition to their major department at the completion of their first full year of study at USC. At the end of their first year, students will feel supported and empowered to pursue their goals, connected to the Trojan community, and prepared to take on the challenges and opportunities of college life.

Dornsife First-Year Advising is seeking several Graduate Assistants interested in academic advising and administration in a four-year setting for the 2025-2026 academic year.

The qualifying applicant is expected to work 18-20 hours per week (hybrid) and perform the following duties:

Advising

- Assist FYA assistant directors with course planning and course registration for freshmen students
- Advise non-Dornsife freshmen interested in pursuing a Dornsife major
- Help facilitate individual and group advising sessions
- Host drop-in advising sessions during peak registration deadlines and course registration dates
- Co-advise with FYA assistant directors with first-year students on transition topics beyond academic advising

Administrative:

- Assist with new student orientation logistics (course planning, communication, advising & registration)
- Compile and analyze data collected from students
- Lead web registration demo during new student virtual course registration
- Assist with other administrative efforts of the office, which can include semester first-year experience programming, assessments, and/or communication publication (e.g., newsletters)
- Other special projects as assigned

Professional Development & Training:

- Formal undergraduate advising training (review university policy, AP/IBs, core requirements, Advising Database & Student Information System)
- Mentorship from first-year advising administration
- Shadowing and weekly meetings with supervisors
- Participating in staff meetings and other professional development workshops
- NACADA student membership

Pay range: \$20/hr

Dates: July 21st, 2025 - June 30th, 2026 with possibility of extension
Occasional evening hours might be required

**Candidates graduating in May 2026 are encouraged to apply. However, if hired, their end date will be Commencement.*

Applications will be accepted until Sunday, February 9th by 11:59 pm. For questions, please contact Nicole Srednick (srednick@usc.edu).

Interested in applying? Click [here!](#)

Additional information about our office can be found at: <https://dornsife.usc.edu/advising/first-year-advising2/>