

Graduate Assistant, Group Tours and Special Projects
USC Admission Center

Job Title: Graduate Assistant, Group Tours and Special Projects (<https://tommystours.usc.edu/>)

Admission Center Description:

The USC Admission Center seeks a graduate assistant for the 2025-2026 academic year. At the Admission Center, we welcome over 100,000 visitors to campus, providing tours and information sessions to prospective students, families, academic groups, admitted students, alumni, and others. The Admission Center additionally welcomes 10-30 groups every week bringing K-8 grade students, high school, and community college students. Group tours focus on promoting accessibility and instilling a college going mindset for students that historically identify as first-generation, low-income, students of color and/or undocumented.

Position Description:

The USC Admission Center seeks a Graduate Assistant to work directly with the Associate Director who manages Group Tours on the execution, development, and implementation for all group tour programming. This position will take direct oversight and management of Tommy's Tour, a USC student organization of current students volunteering their time to provide in-person and virtual campus tours to elementary and middle school students. Additionally, this role will support the execution of the weekly group tour programming for high school, community college, and community based organizations. The ideal candidate will have excellent organizational and event planning skills and will gain valuable program management, student staff management and public speaking skills.

Working alongside fellow Admission Center Graduate Assistants, this position will assist with special projects such as student staff recruitment, training, and team building. The graduate assistant will also learn about the undergraduate admission cycle and have the opportunity to work directly with prospective, admitted, and current USC undergraduate students.

Responsibilities:

- Collaborate with a USC Admission Center Associate Director on the program management, development, and execution of 10-30 weekly group tours
- Oversee the Tommy's Tours organization along with the student 7 Executive Board, including but not limited to weekly meetings, recruitment and training, and College Access Day planning
- Coordinate the tour reservation process for elementary and middle school groups that visit campus in person or virtually
- Lead an occasional tour or presentation to campus visitors, specifically for group tours
- Represent the USC Admission Center to our campus guests and visitors
- Work closely with fellow Admission Center graduate assistants to plan team building activities and retreats for the undergraduate student staff teams.
- Support recruitment and training of undergraduate student staff teams.
- Analyze current office structures and policies and determine any opportunities for Diversity, Equity and Inclusion (DEI) initiatives. Host discussions to include student staff input and create a proposal for DEI initiatives based on student input and analysis.
- Other duties as assigned.

Job Details

- Current and incoming PASA, EC, and EMP students are encouraged to apply

- The position is a one year position, beginning August 2025 and ending July 2026. Students who will be enrolled in the 2026-2027 academic year may be eligible for continued employment based on performance.
- Minimum 15 hours/week, maximum 20 hours/week, between 8am and 5pm. Occasional evening and weekend work may be required depending on student meetings and retreats.
- Compensation will be \$19.28/hour. Compensation may be adjusted based on future LA City minimum wage increases.
- Required weekend work dates: Admission Center Fall Retreat (Saturday in September, TBD), Tommy's Tours Fall Retreat (Saturday in October, TBD), Admission Center Spring Retreat (Saturday in early Spring 2025, TBD), and Tommy's Tours Fall Retreat (Saturday in early Spring 2025, TBD)
 - Other evening or weekend work may be necessary, including Tommy's Tours weekly team meetings.
- Optional weekend work dates: Discover USC Open House (weekend date in mid-Fall, TBD) and Spring Open House (weekend date in April, TBD)
- *Please note: The Admission Center has resumed on-campus operations and this position will be in-person.*

Application Submission

To apply, please submit a Cover Letter and Resume to Ruben Nuñez (rubennun@usc.edu) by Tuesday, February 28, 2025. Candidates will be notified by Friday, March 7 if they are invited to participate in an interview. Interviews will take place over Zoom March 10-21.

Contact Information

Ruben Nuñez

Associate Director, USC Admission Center

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