



# University of Southern California

## Student-Athlete Academic Services

*In pursuit of Academic Excellence • Personal Development • Community Service • Career Development*

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Student Athlete Academic Services (SAAS) at USC is seeking to hire at least two graduate student interns interested in gaining experience and training in student-athlete academic support and advising.

**Job Title:** Assistant Advisor – Academic Advising

**Department:** USC Student-Athlete Academic Services, <http://saas.usc.edu/>

**Contact:** Ricky Coles, Academic Counselor, [rcoles@usc.edu](mailto:rcoles@usc.edu)

### **Program Description:**

The USC Student-Athlete Academic Services (SAAS) Program is committed to providing the necessary support to assist all student-athletes in reaching their full potential academically, personally, and professionally. SAAS graduate interns will assist academic advisors and other staff members with day-to-day operation duties necessary to accomplish department goals and mission.

**Employment Dates:** August 18<sup>th</sup>, 2025 - May 8<sup>th</sup>, 2026

Summer employment possible but not required or guaranteed. Fieldwork units/hours available in unison with compensation.

### **Primary Responsibilities:**

- Assist academic advisors with preparation of material for meetings with coaches
- Assist with the book distribution program
- Monitor academic progress of caseload of student-athletes
- File and organize student-athlete records
- Provide statistical analysis of academic and tutorial programs
- Monitor facility computer lab and tutorial area including facilitating and auditing tutorial appointments
- Class check and monitor designated student-athletes
- Assist with event planning and execution of personal and developmental programs
- Attendance at weekly academic advisor meetings and training sessions
- Will receive training in the following areas, but not limited to: NCAA Eligibility, advising strategies, Academic Progress Rates (APR), Graduation Success Rates (GSR)
- Other projects and duties assigned

### **Qualifications:**

- Enrollment in a USC graduate program required
- Special consideration provided to applicants who can make a two-year commitment
- Preferences are given to individuals who express a desire to work in Athletic Academic Services

**Compensation:** \$18.28 per hour

**Hours per week:** 20

**Work hours:** 8:00 AM – 5:00 PM - Varies – possible evening and weekend hours

**\*Required Documents:** Please email cover-letter/resume to Ricky Coles ([rcoles@usc.edu](mailto:rcoles@usc.edu))