Job Title: Graduate Assistant for Justice, Equity, Diversity, and Inclusion Peer Education
Department: USC Student Equity and Inclusion Programs
Website: https://seip.usc.edu/initiatives/jedi/
Hiring Manager Contact Information:
- Name: Peter Limthongviratn
- Title: Director for Leadership and Inclusion
- Email: slimthon@usc.edu

Who is eligible to apply?
- PASA and EC master and doctoral students
- Incoming and Continuing students

Number of open positions
- 2

Start Date:
- July 7th (flexible)

End Date:
- May 30th

Compensation (please include all that apply):
- Hourly- $18.30
  - 9:00am-5:00pm with occasional evening hours
  - Minimum - 10 hours
  - Maximum - 20 hours
- Stipend - N/A
- Housing - N/A
- Tuition Remission - N/A
- Other - N/A

Required application materials
- Cover letter (1 page max, PDF)
- Resume (2 page max, PDF)

Additional Pertinent Information
- In-person only

Graduate Assistant (GA) – Justice, Equity, Diversity, and Inclusion (JEDI) Peer Education Program

The Graduate Assistant (GA) position for the Justice, Equity, Diversity, and Inclusion (JEDI) Peer Education Program provides a unique opportunity to make a meaningful and lasting impact on the University of Southern California (USC) campus community. As a GA, you will play a pivotal role in fostering a more inclusive and equitable environment while building transferable skills that will enhance your personal and professional growth.

This role is ideal for individuals passionate about social justice, education, and leadership. You will have the opportunity to supervise and mentor student leaders, design and facilitate engaging workshops, and contribute to impactful programming that advances equity, diversity, and inclusion across the university.

This position offers the chance to directly influence the university's efforts to create a welcoming and supportive environment for all students while equipping you with leadership, program management, and facilitation experience that will prepare you for success in a variety of professional fields.

Eligibility

- Must be a currently enrolled graduate student
- Must remain in good academic standing during the entire period of employment
- Must be eligible to work in the U.S. and provide proof of work authorization
- Work-study is preferred but not required

Anticipated Schedule and Compensation

- **Start Date:** July 21, 2025 (flexible)
- **End Date:** May 30, 2026
- **Hourly Rate:** $18.30/hour
- **Hours:** Hours: 10-20 hours per week, primarily between 9:00 a.m. and 5:00 p.m., with few evening or weekend commitments
- **Location:** In-person, Student Union 410
- **Supervisors:** SEIP Director for Leadership and Education | Coordinator for JEDI Peer Education

Responsibilities

Leadership and Supervision:

- Assist in the supervision and advising of JEDI Peer Educators through 1:1 check-ins, team meetings, and workshop debriefs
- Provide direct support and guidance to at least one undergraduate student staff member
- Promote collaboration, cohesion, and a supportive team dynamic

Training and Professional Development:

- Design, implement, and refine the JEDI workshop curriculum, ensuring it reflects best practices in justice, equity, diversity, and inclusion education
- Co-lead the intensive JEDI Peer Educator Summer Training (August 11–15, 2025), including creating engaging workshop content, organizing icebreakers, and facilitating skill-building activities
- Develop and deliver on-going professional development sessions for JEDI Peer Educators to further their growth
- Plan community-building opportunities to strengthen team morale and foster a sense of belonging

Program Operations:

- Oversee the logistical planning and execution of JEDI workshops, including scheduling facilitators, preparing Peer Educators for success, and managing event timelines
- Coordinate outreach and communications efforts to promote JEDI programming, such as designing marketing materials, drafting email announcements, and managing social media accounts
- Support daily operations of the JEDI Multipurpose Room (Student Union 410), including student staff scheduling and maintaining cleanliness and organization

Facilitation and Outreach

- Facilitate dynamic and engaging JEDI workshops for Registered Student Organizations and student facing departments to promote awareness and understanding of equity and inclusion
- Represent the JEDI Peer Education Program at university events, such as orientation sessions, resource fairs, and community forums
- Assist in the recruitment, interviewing, and onboarding of new JEDI Peer Educators

Administrative Support and Collaboration

- Attend and actively participate in JEDI team meetings, including monthly All Staff meetings, weekly Graduate Assistant and Ambassador meetings, and biweekly 1:1 check-ins with supervisors
- Assist with data collection, reporting, and assessment of program outcomes to demonstrate impact and inform strategic planning
- Support SEIP programs and initiatives as needed, including event planning, workshops, and presentations related to diversity, equity, and inclusion

USCStudent Life
JEDI Peer Education

- Stay informed about current trends, best practices, and research in justice, equity, diversity, and inclusion to inform program development and ensure alignment with the university's goals
- Perform additional tasks and responsibilities as determined by supervisors to support the success and advancement of the JEDI Peer Education Program and SEIP initiatives

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Required Skills/Experience

- Knowledge of issues impacting diverse and marginalized student populations
- Commitment to diversity, equity, inclusion, social justice, and intersectionality
- Initiative, independent project management, and task follow-through
- Receptiveness to feedback and dedication to self-improvement

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Preferred Skills/Experience

- Experience facilitating workshops, trainings, or events with diverse groups
- Advising, supervising, or mentoring students, student leaders, or volunteers
- Supporting underrepresented and marginalized communities in higher education.
- Strong organizational and event planning abilities