

Pay: \$17.87/hr. 10 hours in-person per week. Must be eligible for work-study

The USC Dworak-Peck Office of Recruitment and Workforce Development is looking to hire graduate students to support our different programs. You may apply to these positions available in the same application. For any questions regarding the open positions, please contact Miguel Anzelmetti at anzelmet@usc.edu. Please submit an application and resume [here](#) by **Thursday, March 20th**.

Qualifications:

- Must be able to work 10 hours per week during normal business hours Mon-Fri 9a-5p. Must be able to work all hours in-person.
- Is eligible and has room in their financial aid package for work-study.
- Must be enrolled in graduate coursework during the academic year to be eligible.
- Proven ability to work effectively with individuals from varied backgrounds and experiences.
- Proficient at using Canva and Excel/Google Sheets
- Excellent interpersonal and empathy skills.
- Organized with a strong attention to detail.
- Willingness to learn and take feedback.
- Ability to work independently and as part of a team.
- Ability to think critically about complex situations and strong problem-solving skills.
- Comfortable working in ambiguity and navigating changes.

Please read descriptions of each position below:

Academic and Career Enhancement (ACE) (1 position available [MSW Students ONLY]): The ACE Team aims to empower students with the knowledge, skills, and resources needed to succeed academically and thrive in their respective careers. By providing generalized academic advising, career counseling, professional development opportunities, and wellness resources, we will promote a culture of service, engagement, and collaboration.

Duties and Responsibilities:

- Develop programming and events to engage students in our school.
- Create visually appealing flyers and presentations that enhance the learning experience through engaging and informative content.
- Manage social media, newsletters, facilitate our ACE reading group, and answer emails to advertise and engage our student body.
- Build community and positive relationships with Dworak-Peck students from all programs. Serve as a bridge between students and staff.
- Collaborate with staff across SDP departments and complete administrative tasks for other offices as assigned.
- Research and share scholarly information focused on academic development, career development, and special programs.
- Conduct appointments with current students and prospective to provide guidance managing graduate school. Refer as necessary.
- Engage in regular communication with supervisors and build positive collaborative working relationships with the ACE team and other SDP Student Ambassadors.
- Participate in ACE events, workshops and professional development as your working schedule allows.
- Take initiative and follow projects from idea to implementation.

Admissions and Recruitment (4 positions available [MSW and Rossier students ONLY]): Admission and Recruitment provides guidance, resources, and personalized support to help prospective students complete their application successfully and make informed decisions about their academic and professional path.

Duties and Responsibilities:

- Process incoming student applications and update their application status.
- Conduct heavy outreach to applicants with incomplete applications to ensure all necessary materials are submitted.
- Conduct appointments with prospective students to provide guidance managing their graduate school application. Document meeting notes and refer as necessary.
- Develop programming and events to engage prospective students.
- Create visually appealing flyers and presentations that enhance the learning experience through engaging and informative content.
- Manage social media, newsletters, and emails to advertise and engage our prospective students.
- Build community and positive relationships with Dworak-Peck students from all programs. Collaborate with staff from across departments.

Office of Academic Affairs (2 positions available [Non-MSW Students ONLY]): The Office of Academic Affairs supports faculty and staff, coordinates academic planning, ensures compliance with educational standards, handles administrative tasks, and creates academic resources.

Duties and Responsibilities:

- Provide administrative support to the Academic Affairs Department
- Assist with meeting coordination, calendar management, and email correspondence
- Manage data collection, organize digital files, and recordkeeping on Google Drive and OneDrive
- Ensure FERPA compliance while handling confidential information
- Maintain attention to detail and produce high-quality work
- Provide excellent customer service and maintain a professional demeanor
- Work in-person 10 hours a week during business hours
- Possess strong verbal, written, interpersonal, and time management skills
- Work independently and as part of a team, using critical thinking and problem-solving skills
- Proficient in Microsoft Office, Google Workspace, and Canva; Adobe Creative Suite (preferred).
- Handle special projects as needed

Scholarships, Stipends, Certificates, & Certifications (1 position available [MSW Students ONLY]): This team recruits and processes stipends, scholarships, and graduate certificates for USC students.

Duties and Responsibilities:

- Assist in tracking applications and enrollment for graduate certificate programs.
- Help manage communication with prospective and current certificate students.
- Support marketing efforts by updating flyers, emails, and social media content.
- Maintain and update records related to graduate certificate programs.
- Provide administrative support for recruitment efforts, including scheduling events and tracking attendance. Support communication with students regarding stipend eligibility and requirements.
- Maintain and update scholarship databases (e.g., Salesforce, spreadsheets). Help create and maintain a scholarship guidebook.
- Research external scholarship opportunities for students.
- Provide information to students about scholarship deadlines and requirements.