

**Job Title:** Graduate Assistant

**Department:** USC Viterbi John Brooks Slaughter Center

We are looking to hire an incoming or continuing graduate student from the EC and PASA programs to assist in the following areas: Viterbi Summer Institute (VSI), MESA Transfer Programs, Academic Development, Professional Development, and Community Engagement.

This role will take the lead on VSI, a four-week transition program for incoming engineering freshmen students. This program will begin in late June and run through the third week of July. The program will feature two weeks of online programming and two weeks of residential programming, where participants, student leaders, and the Lead GA will live on campus and be provided with a meal plan. This role will feature student leader training, program support, and engagement with both student leaders and program participants under the supervision of the JBS full-time staff.

During the academic year, all GAs will be cross-trained in basic counseling, program management, and Excel skills. Students will have the opportunity to take a lead on programs based on their interest in the areas of Academic Development, Professional Development, and Community Engagement.

**Duties and Responsibilities:**

- Oversee the Viterbi Summer Institute program in collaboration with the JBS full-time staff
- Build community through positive relationships with our CED students. Collaborate with CED staff in annual events (eg. Fall/Spring Welcome, Peer Mentorship Program, etc.)
- Research and share scholarly information focused on transfer communities, diversity, STEM education, and other relevant topics
- Plan, implement, and assess programs and initiatives focused on managing transitions, community building, mentorship, professional development, and research experience

**Qualifications:**

- Demonstrated commitment to diversity and inclusion practices
- Experience working with students from low-income, first-generation, and minoritized racial backgrounds or a demonstrated understanding of the needs and interests of these specific student populations
- Excellent interpersonal skills
- Organized with a strong attention to detail
- 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
- Sense of humor

This GA position is hybrid and will begin in Summer 2025 and end in Spring 2026, with the possibility of extending the position. The positions are part-time, 20 hours per week at \$24 per hour. Regular working hours are between 8:30 a.m. and 5:00 p.m. but can vary. Must be enrolled in graduate coursework during the academic year to be eligible.

For any questions regarding the open positions, please contact Christina Mireles Martin at [mirelesc@usc.edu](mailto:mirelesc@usc.edu). Please submit a resume and cover letter.