

Graduate Assistant: Outreach and Community Engagement

Location: University of Southern California – Kortschak Center for Learning and Creativity

Position Type: Part-Time (Up to 20 hours per week) hybrid position with in-person and remote work

Compensation: Hourly Rate \$17.28

Submission Deadline: Friday, April 11, 2025

Who We Are:

The **Kortschak Center for Learning and Creativity (KCLC)** supports USC students in maximizing their learning potential through personalized academic coaching, workshops, and innovative learning strategies. Our mission is to foster creativity, resilience, and self-regulated learning to help students thrive in their academic and personal lives.

Who You Are:

- **Current Enrolled Graduate Student (as of January 2025 with a graduation date of May 2026 or later)** at USC Master's or Doctoral level in any program or major
- **Outgoing and engaging**, with strong interpersonal skills
- Comfortable with **public speaking** and leading discussions
- Experienced or interested in **presentation delivery and facilitation**
- Passionate about **student success and outreach**
- Able to work independently and collaboratively in a team environment
- Able to think creatively and develop unique approaches to delivering content

Key Responsibilities:

- Represent KCLC at **campus events, orientations, and resource fairs** to promote services and engage with students
- Develop and deliver **presentations and workshops** on topics such as time management, study strategies, and exam preparation
- Assist in designing **outreach materials** (flyers, digital content, emails) to increase awareness of KCLC services
- Conduct **outreach visits** and collaborate with campus partners to connect with diverse student populations
- Support KCLC programming, including **study halls and special events**
- Collect and analyze **student engagement data** to assess outreach effectiveness
- Provide administrative support for outreach initiatives, including scheduling and follow-ups

Preferred Qualifications:

- Experience in **teaching, mentoring, or public speaking**
- Background in **education, psychology, student affairs, or related fields**
- Familiarity with USC student resources and academic support services
- Strong organizational skills and ability to manage multiple projects
- Students with **federal work-study**

Time Commitment & Schedule:

- **20 hours per week**
- Hours of events are flexible and can be on-campus, remote and/or hybrid

How to Apply:

Interested applicants should submit:

1. **Required: Resume** detailing relevant experience
2. **Required: Cover letter** explaining interest in the role and qualifications
3. **Required: 2-3 Minute Video Presentation Submission**

We'd love to get to know you. Please submit a short 2-3 minute video introducing yourself and sharing what you would bring to the Kortschak Center for Learning and Creativity. Feel free to include fun details like your favorite hobbies, movies, or special memories!

4. **Optional:** Sample **presentation slides** or materials from previous workshops you have led.

For additional questions regarding this position please contact Madison Fan at: fanmadis@usc.edu .