



Dornsife First-Year Advising (FYA) Ambassador Program Graduate Assistant Opportunity

Dornsife First-Year Advising (FYA) provides academic advising for entering freshman students in Dornsife majors across the Humanities, Social Sciences, and Natural Sciences. FYA facilitates students' successful transition from high school to USC.

FYA is seeking one Graduate Assistant interested in supporting the Dornsife FYA Ambassador Program, which connects first-year students with continuing student ambassadors to build community within Dornsife. The expected commitment is for the 2025-2026 academic year (dates below).

The qualifying applicant is expected to work 12 hours per week (hybrid) and perform the following duties:

FYA Ambassador Program GA Responsibilities:

- Assist FYA Assistant Directors with implementing all aspects of the FYA Ambassador Program, including but not limited to:
 - Planning and conducting ambassador training sessions during Welcome Week and throughout the academic year.
 - Planning and executing Ambassador Chat events.
 - Monitoring ambassador and first-year student Slack channels.
 - Recruiting new ambassadors in Spring semester.
 - Developing semi-annual assessments and analyzing data.
 - Drafting monthly program guides and other communications.
- Serve as the first line of contact and support to ambassadors and first-year student participants.

Professional Development & Training:

- Basic undergraduate academic policy training (university policies, core requirements, Dornsife majors/minors)
- Training on USC resources, working with diverse student populations (specifically first-years), and supporting student leaders
- Experience supervising student leaders
- Mentorship from First-Year Advising staff
- Weekly meetings with designated supervisor
- NACADA student membership

Pay range: \$20/hour

Dates: August 4th, 2025 - May 15, 2026

Hours: 12 hours/week (hybrid), occasional evening hours may be required depending on class schedule

Apply by Wednesday, April 23rd, 2025 for priority consideration by submitting your resume and cover letter (required) to Annelise Laufer, Assistant Director, First-Year Advising, at aclaufer@usc.edu.

Additional information about our office can be found at: dornsife.usc.edu/first-year-advising/