Viterbi Career Connections
Graduate Intern (Advising) Job Description

About VCC: Viterbi Career Connections (VCC) supports engineering students in professional exploration and development, industry networking, and career exploration. Through a variety of events and programs, we bridge the gap between engineering students and employers. We collaborate with students to guide them through their job and internship search while assisting employers in engaging with top talent. Our signature programs, including the How to Get Hired Series, Viterbi Career & Internship Expos, Viterbi Trek and Networking Events, attract thousands of students and industry leaders each year.

Position Overview: We seek an enthusiastic, detail-oriented, highly motivated graduate student interested in student advising, career services, and event coordination. This **paid, in-person** position offers **15-20 hours per week at $19.00 per hour,** providing hands-on experience in student advising, career services, event planning, and office operations. This role is an excellent opportunity to apply advising skills in a professional setting, enhance your communication skills, and gain real-world experience while contributing to career development initiatives for engineering students.

Interested? **Apply today!** Learn more about **VCC** on our website and follow us on Instagram.

==This position is in person. No remote option is available.==
The responsibilities below are subject to change based on VCC needs.

PRIMARY RESPONSIBILITIES INCLUDE:

Student Advising & Career Services Support (55%)
- **Assist with Career Advising Sessions**
  - Advise engineering students on resumes and cover letters through drop-in sessions and appointments (both in-person and virtual).
  - Assist students with career exploration, networking strategies, job and internship searches, student organizations, and available resources, evaluating job offers, interview preparation, and navigating major-related career pathways (Training will be provided).
- **Workshop Involvement & Content Development**
  - Facilitate career workshops and classroom sessions upon faculty or student organization requests.
  - Collaborate with Staff to develop new content & update existing workshops.
  - Ensure workshops (both in-person & virtual) include engaging content and interactive activities.

Employer Engagement & Event Support (15%)

- Support VCC staff with employer recruitment and engagement events, which can include:
  - Support Employer Engagement Coordinator in confirming catering, parking, and booking spaces. Coordinate virtual meetings through Zoom or similar platforms.
  - Promote events to students via Handshake, EngageSC, direct emails, & social media
- Manage registrations for career events utilizing various online systems.
  - Track event attendance and run reports.
- Support management of the Viterbi recruiting portal (Handshake).

Customer Service & Office Support (20%)
- Manage front desk operations, including phone calls, visitor check-ins, monitoring career advising drop-ins and appointments, facilitating the coordination of on-campus interviews, and performing other duties as assigned.
- Provide referrals and direct inquiries to appropriate resources.
- Provide general administrative & clerical support, including email & calendar management.
- Perform data entry and maintain accurate records in databases.

Communications & Branding (10%)
- Assist with marketing efforts to increase employer and student engagement.
- Maintain and update VCC website content (WordPress).
- Develop blog posts, flyers, and promotional materials to support career programming.
- Support social media initiatives, including photography and video content.
- Represent VCC at tabling events, class announcements, and meet-and-greet sessions.

Requirements:
- Strong customer service skills with the ability to interact professionally with students, industry representatives, faculty, and staff.
- Proven project management abilities, including time management, task prioritization, and meeting deadlines.
- Excellent verbal & written communication skills, with attention to detail in editing and proofreading.
- Strong critical thinking and problem-solving capabilities.
- Ability to provide constructive feedback to supervisors and team members.
- Adaptability and flexibility in dynamic work environments.
- Proficiency in Microsoft Office Suite.
- Ability to maintain professionalism, tact, and attention to detail in a fast-paced setting.

Preferred skills:
- Work-study is preferred but not required.
- Experience working in student programs, career services, or academic support services.
- Prior experience in student advising, peer mentoring, or coaching is a plus.
- Experience with event coordination and large-scale events.
- Familiarity with Canva, WordPress, Asana, Qualtrics, and Adobe Creative Suite.

Compensation & Training:
- $19.00 per hour
- Paid training provided

Hours:

- 15-20 hours per week (Monday-Friday, 8:30 AM - 5:00 PM), with possible extended hours to 6 pm, two days per week.
- Occasional evening hours may be required; schedules accommodate class commitments

Start & End Date: This position will begin in Summer 2025 with training and will continue through Fall 2025, with the opportunity to extend into Spring 2026 based on performance. Start and end dates may vary depending on intern availability.

How to Apply:

1. Submit the VCC Online Graduate Intern Application
2. Email Selina DerSarkissian (zadehasa@usc.edu) with the following attachments:
   - Resume
   - Cover Letter