

USC Career Center

www.careers.usc.edu

Career Engagement Graduate Intern (multiple positions available): \$18.00-\$20.00/hour for 2025-2026

Internship Description and Responsibilities

The USC Career Center serves the unique career needs of undergraduate and graduate students and alumni from all majors and professional programs. The career engagement graduate intern position offers interested candidates the opportunity to experience and contribute to a university-wide career center that provides cutting-edge programs and services to students, employers, and alumni. Additionally, graduate interns will participate in a cohort model providing them the opportunity to learn, train, and build relationships with other graduate student interns.

General Assignment

The cornerstone of the Career Engagement Graduate Intern position is assisting the Career Engagement Team with drop-in advising, which includes reviewing students' resumes and cover letters, providing students an overview of Career Center services, resources, and answering general job/internship search questions. The graduate intern will also have the opportunity to take individual career advising appointments and conduct mock interviews. Additionally, the graduate intern will create and present topics targeting a specific area. Past interns have presented on: *Beyond the Bullets: Designing Your Impactful Resume*, *Creating Access in the Workplace*, *First Generation Alumni Panel: A Pathway to Success Post-Grad* and more. The graduate intern also assists with projects, including social media marketing, presentations to student groups, updating online content, and more.

Functional Assignment

Interns have the opportunity to work in various functional assignments focused on Employer, Employer, Internship, or Career Engagement.

Employer Engagement: The Employer Engagement assignment will focus on employer outreach efforts, participation in Trojan Talks, and assisting with the USC Career Center's largest events including Fall & Spring Career Fairs, Recent Graduates & Students Career Fair, and Graduate School Fair. In addition to advising responsibilities, the intern will gain event planning experience and program management skills within higher education.

Internship Engagement: The Internship Engagement assignment will focus on strategies to successfully help students find and secure year-round internships. As part of the Internship Engagement team, they will participate in various community and cultural initiatives from both a student and employer perspective. Previous involvements include Student Community and Culture (SCC) collaborations such as Salary Negotiation for First Gen Students & Finding Community in the Workplace for LGBTQ+SC, Summer Experience Survey programming such as Industry Treks to visit employer offices, assisting with the planning and logistics of the Cultural and Community Recruiting Event, and facilitating student panel discussions.

Career Engagement: The Career Engagement assignment is primarily student-facing. In addition to advising responsibilities, the graduate intern will focus on supporting Career Center signature events such as Mock Interview Night with USC Alumni, Career Fest, and Suit-Up. Interns will also be trained to lead career education workshops focused on resume and cover letters, interviewing skills, networking, and job/internship search techniques.

Internship Learning Outcomes

The internship exposes graduate students to the breadth of program and service options of a university-wide career center.

- The internship broadens a graduate student's advising experiences and knowledge of the career development process, career fields, and industries.
- The internship will allow graduate interns to set goals within the USC Career Center and be matched with various projects/assignments that align with their goals.

***Please clearly state which functional assignment you are interested in when submitting your application materials (Employer, Internship, Career).**

Eligible Applicants

Candidates must be enrolled in a graduate program at USC. Master of Education in Postsecondary Administration (PASA) and Master of Education in Educational Counseling (EC) students are strongly encouraged to apply.

Successful candidates will have experience working one-on-one with students in peer mentoring or advising roles, interest in career services, excellent customer service skills, and exceptional verbal and written communication skills.

Availability

Commitment is for the 2025-2026 academic year. Must be available in the afternoons (1:00 pm-3:30 pm) to support drop-in advising. This position requires you to work in-person. Interns must commit to 15-18 hours/week.

Training

Weekly training sessions on Tuesdays will be throughout the academic year. Topics include career development theory, practices, job search strategies, and internship and employer development proven practices. Must be available in August prior to the start of the Fall semester for training.

Compensation

Compensation is \$18.00-\$20.00 per hour.

To Apply

Please email a resume, cover letter, class schedule (if available), and preferred work hours to:

Stefanie Galindo

Associate Director, Career Engagement, USC Career Center

galindos@usc.edu

(213) 740-9538

Applications will be accepted on a rolling basis until all positions are filled.