



GRADUATE ASSISTANT – USC RESEARCH GATEWAY SCHOLARS PROGRAM
OFFICE OF UNDERGRADUATE PROGRAMS

NOTE: In addition to a Resume/CV, please include a Cover Letter.

About USC Research Gateway Scholars Program:

USC Research Gateway Scholars Program provides services aimed at promoting undergraduate student success through mentorship experiences, graduate school preparation, research training, career development, and a series of academic skills building initiatives.

Position Description

Assist administrators, advisors, and instructors with: program planning, event hosting, administrative support, working directly with graduate and undergraduate students, website design, student data management, Work closely with directors, advisors, instructors, and deans. Acquire intense training, mentoring, and career guidance.

- Provide professional services to include: student advising, website management, and event planning.
- Assist the Program Director with administrative functions: planning, proposal development, and marketing of program services.
- Research and identify client or beneficiary needs and recommend program modifications or creation of new programs and services. Assist in the design and delivery of programs, services and special events. (i.e. present info sessions of the program)
- Coordinate and engage with various departments on-campus and deliver exceptional customer-services.
- Create and execute an effective outreach and recruitment plan consisting of: public speaking, presentations, online promotion (website and social media), etc.
- Other duties as assigned.

This is a unique, leadership and professional development position for someone interested in student academic services, academic advising, student affairs, diversity outreach, multifaceted program planning.

Position Type

On-Campus Work-study (student employment) preferred but not required, Graduate Assistantship

Ideal Candidate:

Incoming 1st year EC or Part-time PASA graduate student

Job Function

Education: Postsecondary, Events and Meeting Planning

Hours:

Approximately 10 hours a week

Start date: As soon as possible

Website: <https://gatewayscholars.usc.edu/>

Contact: Dr. David J. Glasgow (Assistant Vice Provost/Director) at dglasgow@usc.edu