



The Master of Science in Entrepreneurship and Innovation is an accelerated program that offers individuals with a passion for entrepreneurship the critical skills and knowledge they need to create the next great company of the future. The highly experiential degree can be completed in just 12 months, putting students on a fast track to launching new business opportunities.

The MSEI program is responsible for recruiting, advising, and coordinating co-curricular programs. We are looking to hire a graduate fellow to join the team immediately for the 2025-2026 academic year.

The Graduate Fellow, under direct supervision of the Program Director, will work specifically with the areas of recruiting, admissions, student life, as well as other program areas as assigned.

**General Duties:**

- Programming Support: Assist and support with co-curricular programming and implementation.
- Academic Advising support: help with advising sessions for student guidance with classes.
- Assessment Data Entry: Create surveys, implements, and process data into reports for Academic and Program Director.
- Admissions support: Work with the MSEI program office and admissions committee to recruit and admit students into the program. Be the front line of support for prospective students.
- Research, compile, write reports for admissions purposes.
- Perform other duties as assigned by direct supervisor.

**Knowledge and Skills:**

- Excellent interpersonal, written, and verbal communication skills
- Ability to maintain professionalism and determine appropriate application of policies or guidelines
- Ability to perform detail-oriented projects
- Ability to apply student development theories to practices
- Administrative and technology skills a plus
- Comfortable working with a wide range of diverse student populations
- Ability to work independently and at times with minimal support
- Ability to work in a fast-paced environment with interruptions
- Ability to use initiative and resourcefulness in planning events and student involvement

**Time commitment:**

- Available to work on campus for up to 15 hours a week
- Possible to extend to the next academic year per performance

**Pay:**

- \$21/hr (Work-study preferred but not required)

If interested, please send a cover letter and resume to: Tammy Zhang, Program Director at [hzhang83@marshall.usc.edu](mailto:hzhang83@marshall.usc.edu). Positions will be filled immediately.