

Leventhal Academic Advising Graduate Assistant Position

Position Title: Graduate Assistant - Academic Advising

Compensation: \$20 per hour

Department: Leventhal School of Accounting Undergraduate Programs

About the Department: The University of Southern California Leventhal School of Accounting is seeking applications for a full-time Academic Advisor for Leventhal's Undergraduate Programs. Reporting to the Director of Undergraduate Programs, the Academic Advisor will work collaboratively with the Undergraduate Programs team in supporting students in s top-ranked Bachelor of Science in Accounting (ACCT), Accounting Minor and the Bachelor of Science in Accounting and Finance (ACFN), a joint degree with the Marshall School of Business.

Our School is widely recognized in the top tier of accounting education. We are proud to welcome exceptional undergraduate, graduate, and doctoral students from across the globe. As part of the USC Marshall School of Business, Leventhal has the unique fortune to be an accounting school within one of the top business schools in the world.

Job Description

Graduate Assistants (GAs) support the Leventhal Undergraduate Advising Office in serving students pursuing Accounting and Accounting & Finance degrees, as well as those interested in internal transfer or minoring in Accounting.

This is a dynamic role that offers the opportunity to develop skills in academic advising, event planning, and student services. Responsibilities include, but are not limited to:

- Provide general academic advisement to undergraduate Accounting and Accounting & Finance majors, as well as Accounting minors
- Attend weekly staff meetings
- Help manage the general advising email account and assist with student inquiries
- Support student programs such as the Leventhal Accounting Cohort and the Leventhal Transfer Program and other academic events
- Assist with the creation and maintenance of materials such as newsletters, handbooks, online scholarship applications, fact sheets, and website content
- Other duties may be assigned as needed.

Required Qualifications

- Current enrollment in a graduate program, preferably Rossier's EC or PASA programs
- Excellent written and verbal skills
- Must be available to work 3 - 4 days per week (approximately 15 - 20 hours per week)
- Must attend all training sessions (dates TBD)
- Preferred qualities: Positive attitude, strong work ethic, team-oriented, critical thinker, quick learner, able to thrive under pressure; experience with Excel and familiarity with Canvas preferred.
- Work-study eligible preferred
- Position is hybrid, with both in-person and online hours

Hours: 15 - 20 hours per week.

Duration: Fall 2025 August-December (Spring 2026 continuation possible but not guaranteed)

Application Deadline: Monday, June 30th

Required Materials: Resume and Cover Letter

Contact: Precious Barela, Director of Leventhal Undergraduate Programs
(pbarela@marshall.usc.edu)