

**Global Executive Ed.D. Program Office  
Student Worker Job Opening for Graduate Students  
Summer and/or 2025-2026 Academic School Year**

**Job Description/ Responsibilities:**

The Global Executive Doctor of Education (EdD) program office at the Rossier School of Education is looking for a graduate student worker. This position will allow the selected candidate to work closely with a specialized, fast-paced doctoral program focusing on international education while being exposed to doctoral students, faculty, and staff within the Rossier School of Education. The rate of pay is \$19/hour and 12-18 hours a week will be assigned, preferably over four workdays, with the potential to work up to 40 hours a week over holiday and summer breaks. Work study funds are preferred but not required.

This position is ideal for students who want to gain higher education administrative experience in a number of fields: admissions, student services, international student services, and event management.

**Minimum Qualifications:**

- Interest in event planning, both in person and online
- Strong customer service experience, particularly over email and phone
- Knowledge of Office Suite and social media
- Ability to meet and prioritize deadlines in the face of quickly changing priorities and fluctuating workloads

**Tasks Include:**

- Assist staff with admissions processes
- Assist with recruitment, in-person and online events, and meetings
- Work with caterers, venues, and service providers to plan events
- Help prepare materials and shipments for continuing students traveling to Los Angeles and overseas
- Assist with office management tasks including print jobs, setting up classrooms, and managing social media accounts

Student workers are expected to work on campus for the Global Executive EdD Office in Waite Phillips Hall. The position is for the 2025 Summer and/or 2025-2026 academic school year. If invited to the interview round, we will ask you what is your availability and preferred start date.

If you are interested in the position, please submit a resume and cover letter to the **Global Executive EdD Program's Assistant Director, Alondra Morales, at [alondram@rossier.usc.edu](mailto:alondram@rossier.usc.edu)** by Friday, July 25, 2025.