

USC Viterbi Student Engagement Graduate Assistant Position

Position Title: Graduate Advisor, Viterbi Student Engagement

Department: Viterbi Student Engagement & Leadership Development

USC Viterbi Admissions & Student Engagement (VASE) is seeking a Graduate Assistant interested in student engagement and student organization advisement.

The qualifying applicant is expected to work between 15-20 (flexible) hours per week and is ideally working towards their Master of Education in Educational Counseling or Postsecondary Administration & Student Affairs. The responsibilities of this position include:

- Coordinate and facilitate student leadership development activities for student leaders
- Support the funding process for Viterbi-affiliated student organizations
- Assist in compiling resources and tools for student organization leaders and advisors
- Implement assessments on the student organization leader and member experiences within Viterbi
- Support special projects and events hosted by VASE
- Additional duties as assigned

We are looking for detail-oriented individuals who can work independently with minimal supervision. There will be opportunities to work on related projects within VASE including the Viterbi Leadership Institute, the Viterbi Student Associations, and other programs within Viterbi.

The role is compensated at \$18.00/hour, with business hours between 8:30 AM - 5:00 PM. There will be some work hours outside of business hours for events and meetings.

Applications will be reviewed on a rolling basis until the position is filled. To apply, please email your resume and cover letter to Kevin Giang (Associate Director, Student Organization Engagement) - kgiang@usc.edu