

USC Annenberg International Programs Graduate Assistant Position

Position Title: Graduate Assistant, International Programs

Department: Annenberg International Programs

About the Department:

Annenberg International Programs provides study abroad and experiential opportunities in various cities around the globe for undergraduate and graduate students. The office also hosts exchange students at USC from partner universities abroad. Each program provides students with the opportunity to gain cross-cultural personal and professional experience while earning academic credits toward their USC degree, and build upon their fields of practice in communications, journalism, and public relations.

Job Description:

Graduate assistants support Annenberg International Programs staff in several areas and receives on-the-job training. This position will be work closely with the International Programs team on various projects. This will allow for valuable international education and administrative experience. Job responsibilities may include, but are not limited to, the following:

- Assist the team in managing the office by communicating with prospective and current study abroad students, creating/managing spreadsheets and handling of sensitive documents
- Provide support in the planning and administrative duties related to study abroad programming
- Assist with in-person events including, but not limited to, information sessions, pre-departure workshops, the Annenberg Involvement Fair, and Study Abroad Fair
- Research current trends in study abroad and scholarship opportunities
- Promote the office's initiatives, events, and programs on social media
- Other duties as assigned

Qualifications:

The Graduate Assistant must be enrolled in a graduate program at the University of Southern California for the Fall 2025 semester. This is a paid position.

Expectations:

- Excellent written and verbal skills
- One semester commitment, ideally two
- Must be proficient in Microsoft, Google Suite, and Canva
- Well organized with strong attention to detail in administrative tasks
- Able to work independently

Hours and Salary:

10 hours per week; \$20.00 per hour