

**Job Title: Graduate Assistant for Asian Pacific American Student Services**

Employment Date: January 12th, 2026 - May 16th, 2026 (flexible)

Wage: \$18.90 per hour

Hours: 10-20 hours per week with a preference for 15-20 hours per week

**About the APASS**

Asian Pacific American Student Services (APASS) works to create a supportive environment where students can connect, learn, and grow. APASS offers programs that celebrate culture and heritage while building community and encouraging reflection. The department's primary responsibility is to foster belonging and promote student success for all USC students.

This center and its job positions are open to all eligible individuals. APASS operates all of its programs and activities consistent with the University's Notice of Non-Discrimination. Eligibility is not determined based on race, sex, ethnicity, sexual orientation, or any other prohibited factor.

**Job Description\*:** The Graduate Assistant (GA) position is an integral part of APASS at the University of Southern California (USC). This role supports coordination of daily operations, department programs, marketing, and communications. The GA also assists with project management and helps provide guidance to undergraduate Center Assistants. This position offers an engaging and rewarding learning experience with opportunities to build leadership skills, strengthen self awareness, and deepen understanding of student communities. The GA reports directly to the Director of Leadership & Education in Student Culture & Community.

Expectations of role includes but not limited to:

- Work in-person weekly hours in the APASS Center during center hours (generally weekdays 9:00am to 5:00pm)
- Attend and participate in SCC and APASS staff meetings, trainings, and retreats
  - Spring Training: Tentatively scheduled for Friday January 16th from 9:00am-1:00pm
  - Weekly staff meeting: date and time to be determined.
- Support daily operations, including front desk coverage when needed and maintaining an organized, welcoming environment
- Provide informal guidance and workflow assistance to Center Assistants
- Assist with scheduling updates, shift adjustments, and coverage coordination
- Help troubleshoot day-to-day questions, task issues, and basic workflow challenges
- Staff APASS and SCC signature events as assigned
- Engage with visitors, provide resource information, and support smooth use of APASS spaces
- Assist with attendance tracking, data collection, and post-event documentation
- Other duties as assigned

Program specific duties includes but not limited to:

- Support CAs in planning and executing their events by assisting with timelines, logistics, and planning materials
- Maintain shared calendars and organizational systems to ensure programs stay on track
- Assist with implementing and assessing APASS programs that advance departmental goals
- Facilitate or co-facilitate APASS programs as needed
- Assist the Director of Leadership and Education or designee with planning and executing APASS signature events

- o Represent APASS on Participate in the AAPI Heritage Month and/or Commencement Celebration Hosted by APASS and APAA planning committee and provide event staffing support.
- Prepare run-of-show documents, staffing plans, and logistics checklists
- Support event setup, breakdown, and day-of operations as needed

#### Qualifications and Requirements

- Graduate students must be enrolled and attending classes at USC at least part-time.
- Maintain good conduct standing with USC throughout employment. If a violation occurs, the offer may be rescinded or the position terminated
- Possess effective communication and organizational skills, with the ability to handle multiple tasks under deadlines
- Ability to work independently and show initiative in task complete or project coordination

#### Preferred Qualifications

- Experience mentoring, guiding, or supporting undergraduate students
- Experience with event coordination, project management, or team-based workflows
- Experience with community building or student-facing environments
- Strong organizational and problem-solving abilities

#### Compensation and Work Hours

- Employment Dates: January 12th, 2026 - May 16th, 2026 (flexible)
- Work Location: On-site
- Hourly Rate: \$18.90 per hour
- Work-Study preferred but not required
- Hours per Week: 10-20 hours with 15-20 hours preferred
- Typical schedule is Monday through Friday, 9:00AM to 5:00PM
- School Recess and Non-Instructional Days: Additional hours may be available if workload permits

#### How to Apply

- Application Priority Deadline: Friday, December 19th 11:59PM
- Application Link: <https://bit.ly/apasshiringspring26>
- For questions, please contact the Director of Leadership & Education in Student Culture & Community, Peter Limthongviratn ([slimthon@usc.edu](mailto:slimthon@usc.edu))

\*All information on this job description is subjected to change prior or during the 2025-2026 academic year. This position is open to all eligible individuals. APASS operates all of its programs and activities consistent with the University's Notice of Non-Discrimination. Eligibility is not determined based on race, sex, ethnicity, sexual orientation, or any other prohibited factors.