

WE ARE HIRING!

We are looking for a

GRADUATE STUDENT WORKER

The Middle East Studies Department invites work-study eligible graduate students to apply to work in our office beginning in Spring 2026.

Responsibilities:

- Primary contact for Middle East Studies Department
- Front desk support for the main office
- Assistance with faculty presence needs
- Assistance with departmental events
- Newsletter management
- Other duties as assigned

Preferred Qualifications:

- Attention to detail, initiative, and problem-solving skills
- Punctuality and flexible availability
- Clear and effective communication skills
- Experience in an office environment
- Technological competence and confidence

Position Details:

- **Expected work hours:** 15-20 hours/week while classes are in session
- **Pay rate:** \$20.00 / hour

**To apply, please email a CV to
Emma Watson, emmawats@usc.edu**