

# USC School of Dramatic Arts

## USC School of Dramatic Arts Dean's Office

### Graduate Student Assistant

The School of Dramatic Arts is seeking an organized, motivated, and enthusiastic student to join the Dean's Office team starting in Fall 2025. This Graduate Student position offers 15-20 hours per week at a rate of \$18.00 per hour. The ideal candidate will have experience in professional communications and office/project management. The position will be supervised by the Executive Assistant to the Dean and will involve close collaboration with the Dean, Vice Dean, and other faculty and staff to support administrative tasks across the school. The Graduate Student Assistant will assist with special projects, office operations, and other duties as assigned.

#### Key Responsibilities:

- Oversee front desk operations, including answering and directing incoming phone calls, welcoming visitors, coordinating on-campus visitors, and performing other duties as assigned.
- Serve as a point of contact for student workers and oversee their scheduling, daily tasks, and responsibilities.
- Provide referrals to students, employers, staff, and faculty by directing them to the appropriate resources/office as needed.
- Provide general administrative and clerical support, including email, calendar management.
- Perform data entry and maintain accurate records in databases.
- Assist with organizing and coordinating Dean's Office events and meetings.
- Assist with other duties as assigned

#### Requirements:

- **Strong Customer Service Experience:** Ability to maintain a high level of professionalism when interacting with the Deans, students, faculty, and staff.
- Excellent time management skills with the ability to multitask and prioritize effectively.
- Exceptional verbal and written communication skills.
- Strong critical thinking and problem-solving abilities, with the capacity to adapt to changing environments.
- Proficiency in Microsoft Office Suite, Google Suite, Canva, Zoom, and other relevant platforms.
- Self-starter with a strong willingness to learn, problem-solve, and take initiative.
- Work-study eligibility preferred.

#### To Apply:

Please submit the following to Nathalie Zuletta, Executive Assistant to the Dean and Vice Dean, at [nzuletta@usc.edu](mailto:nzuletta@usc.edu):

1. A cover letter
2. A resume or CV
3. Your availability for the position.

