

## **Graduate Assistant Diversity and Strategic Initiatives**

As a preeminent engineering institution, the USC Viterbi School of Engineering takes pride and aspires to international leadership in sharing the responsibility of producing a diverse group of outstanding scholars who fully reflect our pluralistic society. Through our world-class faculty, academic programs, and student services and mentoring resources, we are committed to attracting, retaining, educating, graduating and placing outstanding men and women who are life-long learners from all backgrounds and demographic sectors of our multicultural world.

Under the direction of the Vice Dean for Diversity and Strategic Initiatives, the Graduate Assistant will be responsible for helping to coordinate efforts designed to advance diversity and inclusion. The Graduate Assistant may assist in many aspects of the daily operations and administration of the Center for Engineering Diversity. Occasional evening and weekend work is expected. As a Graduate Assistant in the Office of the Dean, this job description denotes your primary responsibilities; however, Viterbi School of Engineering operates as a cohesive unit, and you may be asked to assist in other areas throughout the School as necessary.

### **Responsibilities include (but are not limited to):**

- Participate in planning, marketing, execution, and evaluation of programs and events for the Center for Engineering Diversity
- Research and share relevant content on engineering diversity best practices
- Assist in the content development of website, marketing materials, and social media associated with diversity, equity, and inclusion
- Attend scheduled staff meetings with Center for Engineering Diversity
- Other duties as assigned by the Vice Dean for Diversity and Strategic Initiatives

### **Qualifications**

- Bachelor's degree required
- Enrollment in a Master's or Doctoral program in Higher Education, or other related field required.
- Familiarity with diverse cultures and diversity related program design



- Sensitivity to the needs of a diverse student population
- Verbal and written communication skills
- Planning and organizational skills
- Event management skills
- Ability to handle confidential information with utmost discretion

### **Compensation**

Compensation is \$15 per hour and requires a commitment of 20 hours per week. Some of the work assignments can be completed remotely. The Graduate Assistant will be required to attend weekly scheduled meetings in the office.

### **Application Procedures**

- Include a letter of interest, indicating your current academic interests and career goals, description of your leadership and programming experience
- Include a resume or CV and contact information for three references
- Email completed application as an attachment to [brandijo@usc.edu](mailto:brandijo@usc.edu)
- Review of applications will begin immediately and interviews may be scheduled as soon as applications are received.
- For more information, contact Dr. Brandi P. Jones, Vice Dean for Diversity and Strategic Initiatives at [brandijo@usc.edu](mailto:brandijo@usc.edu)