

MSSE Graduate Student Intern Opportunity

The USC Marshall Brittingham Social Enterprise Lab seeks a master's level student for Fall 2018 to assist with the Master of Science in Social Entrepreneurship program. This person will support admissions and student-services tasks and will have a chance to learn in-depth the operation of a graduate degree at USC. Other tasks and responsibilities may be assigned as needed.

Desired Qualifications for this position:

- Outstanding attention to detail.
- Exceptional interpersonal skills, including written and verbal communication.
- Ability to prioritize, multi-task, and follow through with integrity.
- Enthusiasm for working with multiple stakeholders (e.g. prospective students, faculty, current students, administration, and other departments) simultaneously.
- Fluency with social media tools and campaigns.
- Experience with setting and meeting self-imposed deadlines.

Hours per week: 10-15

Compensation: \$15/hour

Dates of employment: Mid-September 2018 to December 2018. At the end of Fall 2018, will determine if eligible to continue for Spring 2019.

Contact: Please send resume and cover letter to Renata Figueroa, Graduate Intern for Master of Science in Social Entrepreneurship

socialentrepreneur@marshall.usc.edu

www.marshall.usc.edu/msse