



School of Art and Design

The Roski School of Art and Design department of Student Services is seeking a USC Master of Education in Postsecondary Administration and Student Affairs (PASA) or Educational Counseling (EC) Graduate Assistant for assisting with student advising. This position is a great opportunity to get hands-on experience within the student affairs field.

Qualifications & Requirements:

- Prefer a second-year graduate student in the program
- Must be able to work about 7 hours per week.
- Work-study preferred

Some Responsibilities and Duties of Graduate Assistant:

- Collecting and processing Roski minor applications
- Advise students with Roski minors
- Reaching out to students who are referred to Roski minor through advisement database
- Sit in on major student advisement sessions (with permission)
- Training in Appreciative Advising methods
- Portfolio review process, responding to emails from online system
- Answering phones
- Field student walk-in questions or concerns
- Social media outreach/communications for Roski student affairs; email blasts
- Tracking students' commencement participation and information dissemination.
- Tracking freshmen surveys, new student trends, etc.
- Front desk coverage (when needed)

To apply for this position, please send resume, cover letter and work-week availability to Jahtm Flores, Academic Advisor, jahtmflo@usc.edu.