

## Campus Activities - Undergraduate Student Government (USG) Graduate Advisor

### **Campus Activities - Undergraduate Student Government (USG) Graduate Advisor Position Description:**

USC Undergraduate Student Government (USG) is the representative voice of the undergraduate student body. USG's mission is to maintain a forum for expressing students' diverse views and interests and provide opportunities for student leadership development. This mission is served via advocacy, programming, senate, communications and funding branches that meet and work with administrators to ensure the student body's voices are heard and concerns met. Further information about the organization can be found at ([usg.usc.edu](http://usg.usc.edu)). There are 15 programming, 5 advocacy, 5 funding, 7 communications groups, and senators. All branches are student-run groups that provide progressive and innovative programming, advocacy, and funding to promote diversity, social justice, inclusion, and entertainment. For example, the organization executes concerts, speakers, cultural experiences, townhalls, senate meetings, and other various activities and projects for the student body.

The Undergraduate Student Government Graduate Advisor works with the Program Manager for Student Government and the Program Coordinators for Student Governance and Programming to advise the various groups of USG.

Primary responsibilities:

- Advise respective student groups in their events and advocacy work on a weekly/bi-weekly basis
  - If assigned, will advise Senate and Elections committee.
- Interpret and enforce USG and university policies
- Coordinate and facilitate student leader workshops and transitions, as needed
- Approve all expenditures and manage budgets for respective groups
- Attend executive committee and staff meetings; if available, the Graduate Advisor will attend branch and organization wide meetings, and Senate meetings on Tuesday nights
- Meet with Program Manager for Student Government and Program Coordinators for Student Governance and Programming routinely
- Support special projects and events hosted by various Campus Activities entities
- Provide mentorship to student leaders and foster an inclusive learning environment as the first point of contact for student groups
- Additional duties as assigned

Experience in a student organization, governance and event programming is ideal. Compensation: \$16.00/hour @ 20 hours per week. Fall and Spring, with the option for summer if enrolled in coursework. Student should have knowledge, interest, or previous work in student government and/or program boards.

Applications will be reviewed on a rolling basis until positions are filled. To apply, please email your resume and cover letter to Samantha Quiambao at [sdquiamb@usc.edu](mailto:sdquiamb@usc.edu).