

## **Campus Activities - Recognized Student Organizations Graduate Advisor (2 positions)**

### **Campus Activities - Graduate Advisor Position Description:**

The USC Campus Activities office exists to build community and foster leadership development through co-curricular opportunities that enhance the Trojan experience. Our goals are to educate and develop leaders by engaging students in conversations of personal, group, and community values; create transformative educational experiences where students and communities thrive; support equity, inclusion, and a campus culture driven by student well-being; and provide students with opportunities to learn life skills. Campus Activities houses various programs to promote student involvement including, Late Night 'SC, leadership programs, recognized student organizations, student government, and the Volunteer Center.

<https://campusactivities.usc.edu/about/>

Recognized Student Organizations (RSOs) are student organizations that have been recognized through Campus Activities. RSOs must re-apply for recognition on an annual basis. USC has more than 1,000 student organizations, which are responsible for the majority of programs and events held on campus, including concerts, lectures, special events, spirit rallies, cultural and social events, and conferences.

The Recognized Student Organizations Graduate Advisors work with the Senior Coordinator for Recognized Student Organizations and the Program Coordinators for Campus Activities to advise RSOs.

#### **Primary responsibilities:**

- Advise student organization leaders on recognition policy and procedure
- Implement assessments on the RSO experience including data collection and analysis
- Oversee the Recognition registration review process
- Coordinate and facilitate leadership workshops
- Creatively design marketing materials for Campus Activities office
- Manage and update website information for students
- Create resources for Recognized Student Organizations processes
- Email communicate and maintain relationships with campus partners
- Support special projects and events hosted by various Campus Activities entities
- Additional duties as assigned

We are looking for detail-oriented individuals who can work independently with minimal supervision. There will be opportunities to work on other Campus Activities projects including with Late Night 'SC and student government. There will be opportunities for conference attendance support.

Compensation: \$17.00/hour @ 20 hours per week. Fall and Spring, with the option for summer if enrolled in coursework. Applicants should have knowledge, interest, or previous work in student organizations, assessment, and/or programming.

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

## **Campus Activities - Undergraduate Student Government Graduate Advisor (4 positions)**

### **Campus Activities - Graduate Advisor Position Description:**

The USC Campus Activities office exists to build community and foster leadership development through co-curricular opportunities that enhance the Trojan experience. Our goals are to educate and develop leaders by engaging students in conversations of personal, group, and community values; create transformative educational experiences where students and communities thrive; support equity, inclusion, and a campus culture driven by student well-being; and provide students with opportunities to learn life skills. Campus Activities houses various programs to promote student involvement including, Late Night 'SC, leadership programs, recognized student organizations, student government, and the Volunteer Center.

<https://campusactivities.usc.edu/about/>

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. ([usg.usc.edu](http://usg.usc.edu)) There are 16 programming, 5 advocacy, 5 funding, 7 communications groups, and senators. All groups represent the diversity of student interests and organizations. All branches are student-run groups that provide progressive and innovate programming, advocacy, and funding to promote diversity, social justice, inclusion, and entertainment. For example, concerts, speakers, cultural experiences, townhalls, senate meetings, and other various activities and projects.

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, including Fall and Spring retreats
- Approve all expenditures 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 once a month
- 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

Compensation: \$17.00/hour @ 20 hours per week. Fall and Spring, with the option for summer if enrolled in coursework. Applicants should have knowledge, interest, or previous work in student organizations, assessment, and/or programming.

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

## **Campus Activities - Volunteer Center Graduate Advisor (1 position)**

### **Campus Activities - Graduate Advisor Position Description:**

The USC Campus Activities office exists to build community and foster leadership development through co-curricular opportunities that enhance the Trojan experience. Our goals are to educate and develop leaders by engaging students in conversations of personal, group, and community values; create transformative educational experiences where students and communities thrive; support equity, inclusion, and a campus culture driven by student well-being; and provide students with opportunities to learn life skills. Campus Activities houses various programs to promote student involvement including, Late Night 'SC, leadership programs, recognized student organizations, student government, and the Volunteer Center.

<https://campusactivities.usc.edu/about/>

The mission of The Volunteer Center is to empower students to be leaders of social change during their time at the University of Southern California and beyond. Through our Service Curriculum we strive to educate students on the complexities of ethical volunteering in the community. Under the direct supervision of the Program Coordinator, the Graduate Advisor will play a critical role in co-developing a leadership program for Friends & Neighbors Day (FND) and the Alternative Breaks (AB), advancing our outreach to students at UPC and HSC, and supervising our undergraduate staff.

#### **Primary responsibilities:**

- Advise student leaders on event and/or trip and curriculum development
- Implement assessments on service programs including data collection and analysis
- Oversee the service events created by students for Trojans Serve Program
- Coordinate and facilitate leadership workshops
- Creatively design marketing materials for the office
- Manage and update website information for students
- Create resources for students leading Alternative Breaks and Service Events
- Email communicate and maintain relationships with campus partners
- Support special projects and events hosted by Campus Activities entities if needed
- Additional duties as assigned

We are looking for motivated, detail-oriented individuals who can work independently with minimal supervision. There will be opportunities to work on other passion projects throughout Campus Activities if desired. There will be opportunities for conference attendance support.

Compensation: \$17.00/hour @ 20 hours per week. Fall and Spring, with the option for summer if enrolled in coursework. Applicants should have knowledge, interest, or previous work in event programming, service learning, and/or leadership development.

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