

Graduate Assistant – USC Research Gateway Scholars Program, Office of Undergraduate Programs

About USC Research Gateway Scholars Program:

USC Research Gateway Scholars Program provides services aimed at promoting undergraduate student success through mentorship experiences, graduate school preparation, research training, career development, and a series of academic skills building initiatives.

Position Description

Assist administrators, advisors, and instructors with: program planning, event hosting, administrative support, working directly with graduate and undergraduate students, website design, student data management, Work closely with directors, advisors, instructors, and deans. Acquire intense training, mentoring, and career guidance.

****Summer Requirement: Resident Assistant to USC Research Gateway Scholars****

- Provide professional services including: student advising, website management, and event planning.
- Assist the Program Director with administrative functions: planning, proposal development, and marketing of program services.
- Research and identify client or beneficiary needs and recommend program modifications or creation of new programs and services. Assist in the design and delivery of programs, services and special events. (i.e. present info sessions of the program)
- Coordinate and engage with various departments on-campus and deliver exceptional customer-services.
- Create and execute an effective outreach and recruitment plan consisting of: public speaking, presentations, online promotion (website and social media), etc.

This is a unique, leadership and professional development position for someone interested in student academic services, student affairs, diversity outreach, multifaceted program planning.

Position Type

On-Campus Work-study (student employment), Graduate Assistantship

Job Function

Education: Postsecondary, Events and Meeting Planning

Hours:

20 hours

Website: <https://gatewayscholars.usc.edu/>

Contact: Gatewayscholars@usc.edu

Please submit Resume and cover letter to the email listed above