

Viterbi Career Connections Graduate Intern Job Description

Viterbi Career Connections

Viterbi Career Connections (VCC) assists engineering students in professional exploration, development and industry connections by providing events and programs designed to connect our engineers with top employers. We work with students to assist them with their job and internship search and with employers seeking to connect with our students. Our signature events, the How to Get Hired Series and bi-annual Viterbi Career & Internship Expo, are attended by thousands of students and hundreds of employers.

We are seeking highly motivated and enthusiastic students who enjoy working in a fast-paced environment. The VCC Graduate Intern (GI) position is up to **20 hours a week, paid at \$16/hour**. The ideal candidate will have work experience with advising students, planning programs/events, marketing and outreach, office management and an interest in career services. The VCC Graduate Intern will also support the VCC team in day to day operations of the office. This is an excellent opportunity to gain valuable work experience and develop your personal and professional skills.

Visit the VCC website to learn more about our office: <https://viterbicareers.usc.edu/>
Visit the VCC Instagram page to learn more about our resources and student services: [@viterbicareers](#)

POSITION WILL BE PRIMARILY VIRTUAL FOR FALL 2020

Responsibilities below are subject to change based upon location (in-person or virtual).

PRIMARY RESPONSIBILITIES INCLUDE:

Student Support- 30% of job function

- **Assist with Career Advising Sessions**
 - Advise engineering students on their resumes and cover letters via drop-in sessions and appointments
 - Other areas of advisement may include: major-related career options, networking, job/internship search, evaluating job offers, etc.
- **Workshop Involvement**
 - Work with VCC staff to create new content and update current workshops (in-person & virtual) to include engaging content and interactive activities
 - Present workshops and classroom presentations

Employer & Event Support- 30% of job function

- Work with VCC staff to assist employers and manage their recruitment and engagement events
 - Place catering orders

- Request parking and audio/visual for information sessions and other events
- Assist in marketing events to students when employers request it
- Provide support to employers at information sessions (**Will occasionally require evening work hours of 5-8:30 pm**)
- Assist in managing Viterbi Career Gateway, our online internship & job portal
- Manage registrations for career events utilizing various online systems
- Aid in the coordination of event logistics, vendor management, etc.

Customer Service/Office Support- 30% of job function

- Manage the front desk including answering/directing phone calls and greeting visitors, tracking drop-in traffic, assisting in the execution of on-campus interviews, and other duties as assigned
- Refer students with questions to appropriate resources/offices
- Provide general administrative and clerical support including emailing, scanning, faxing, sorting/distributing mail, and other clerical duties
- Perform data entry and maintain accurate records in databases

Communications/Branding - 10 % of job function

- Help with marketing efforts to increase student awareness for VCC programs and events
- Create and revise blog posts, fliers, and announcements
- Help manage posts for weekly content across all social media platforms (**Facebook, Instagram, Twitter**)
- Maintain website with updated content using WordPress

***May provide support in other areas as needed**

Requirements:

- Customer Service Experience
 - Ability to maintain a high level of professionalism when interacting with students, industry representatives, faculty, and staff
- Project Management
 - Must possess good time management skills to follow project schedules and coordinate different tasks, determining the importance of each, and completing projects within specified deadlines
- Possess exceptional oral and written communication skills, including accurate English usage for editing and proofreading
- Microsoft Office Programs: Excel, PowerPoint, Outlook, & Word
- Strong attention to detail and ability to multitask
- Organized, flexible, and friendly!

Preferred skills and experience:

- Work-study preferred
- Student advising experience
- Experience working in or with industry
- Experience answering phones and greeting customers
- Experience leading and or delegating responsibilities in a team environment
- Experience coordinating and supporting large-scale events
- Previous work experience creating projects and designing marketing materials in print and digital formats.
- Previous experience developing marketing campaigns, branding and conducting assessments to evaluate success of marketing and branding efforts.
- Skilled at using Adobe Creative Suite programs such as Photoshop, Illustrator & InDesign.
- Experience with Wordpress, Asana, Qualtrics preferred

Compensation

\$16.00 per hour

Training

Paid training is offered to all interns

Hours

20 hours per week, usually within regular business hours Monday – Friday, 8:30 am to 5:00 pm

Some evening hours will be required; flexible to fit student schedule

Monday – Friday, 5 pm- 8:30 pm

Apply through [connectSC](#) (Job ID# 214138)