

Global Executive Ed.D. Program Office
Undergraduate or Graduate Student Assistant Job Opening
Starting Summer 2021

Job Description/ Responsibilities:

The Global Executive Doctor of Education (EdD) program office at the Rossier School of Education is looking for an undergraduate or graduate student assistant. This position will allow the selected candidate to work closely with a specialized, fast-paced doctoral program focusing on internationalization while being exposed to doctoral students, faculty, and staff within the Rossier School of Education. The rate of pay is \$15/hour and 15-20 hours a week will be assigned, preferably over five workdays, with the potential to work up to 40 hours a week over holiday and summer breaks. Work study funds are strongly preferred but not required.

This position is ideal for students who want to gain higher education administrative experience in a number of fields: admissions, student services, international student services, and event management.

Minimum Qualifications:

- Interest in event planning, both in person and online
- Strong customer service experience, particularly over email and phone
- Knowledge of Office Suite and social media
- Ability to meet and prioritize deadlines in the face of quickly changing priorities and fluctuating workloads

Tasks Include:

- Assist staff with admissions processes
- Assist with recruitment, in person/online events and meetings
- Work with caterers, venues, and service providers to plan events
- Help prepare materials and shipments for continuing students traveling to Los Angeles and overseas
- Assist with office management tasks including print jobs, setting up classrooms, and managing social media accounts

Currently, the position is able to work fully from home. Undergraduate/Graduate student assistants are expected to have a quiet place to work, a computer/laptop with reliable internet access, a webcam and headset/headphones. Some office supplies can be provided if/when needed. Returning to work on campus from the Global Executive EdD Office in Waite Phillips Hall is dependent on the University's reopening plans, which follow Los Angeles County guidelines.

If you are interested in the position, please submit a resume and cover letter to **Global Executive Director Dr. Sabrina Chong** at sabrina.chong@rossier.usc.edu by *Friday, May 14, 2021*.