

## **Graduate Assistant Job Description**

**Job Summary:** USC School of Pharmacy is seeking a Graduate Assistant for the Doctor of Pharmacy (PharmD) programs to start Fall 2021. The graduate assistant will work closely with the Office of Student Affairs and assist in various administrative duties. This individual will help with student support, event planning, administrative support, and other duties assigned pertinent to the success of the Admissions and Student Services Office.

**Responsibilities:** Under the direction of the Office of Student Affairs, the Graduate Assistant will assist in various roles, including:

- Manage the student affairs email and assist in setting up student appointments
- Assist in preparation for various events, including information sessions, orientation, and advising sessions
- Manage social media to answer student questions and promote events
- Post important updates and information to share with students in various social media platforms
- Additional duties pertaining to the student services department

**Qualifications:** Must have strong written and oral skills; Event planning experience; Knowledge of Microsoft Office programs, especially Powerpoint, Word, and Excel; Strong organizational skills; Comfortable in a creative, automatic, flexible work setting; Enjoy working as part of a team; Interested and passionate about the needs and development of academic programs; Must be a self-starter with an eagerness to learn and problem solve; Be tech savvy, with social media experience, and familiar with programs such as, AdobeConnect, Zoom, and Qualtrics.

**Education:** Must be an admitted or current Master's level student enrolled in good standing and taking credits towards the degree as required by USC; Work-study required.

**Skill development areas:** Program management, event planning, problem solving, technology

**Primary Learning Outcome:** Gain knowledge and experience of working with a graduate student population and its constituents.

**Compensation:** TBD, 10 hours per week

**Additional Information:** USC School of Pharmacy is located at the Health Science Campus (HSC). Currently, work may be completed remotely, except when needed on campus for events or other job requirements.

**Application Submission:** Please submit your resume to Vanessa Ault at [vault@usc.edu](mailto:vault@usc.edu), ASAP.