

## Graduate Assistant, Academic Honors & Fellowships Academic Programs

[USC Academic Honors and Fellowships \(AHF\)](#), within the Provost's Office of Academic Programs, is currently seeking a **Graduate Assistant** to provide fellowship advising, programming, and administrative support of high-achieving students at USC. USC Academic Honors and Fellowships **educates** the USC community about university awards and external fellowships, and **mentors** motivated students and recent alumni in their pursuit of these opportunities. The office also **supports** merit scholars in the promotion of a vibrant Scholar community.

The **Graduate Assistant** will work directly with the AHF Staff and campus partners on a variety of tasks including but not limited to:

- Planning and facilitation of USC's [Research and Fellowship Week](#), [Undergraduate Writers' Conference](#) and the [Undergraduate Symposium for Scholarly & Creative Work](#),
- Promoting and advising for USC awards and national competitive fellowships such as the [Fulbright U.S. Student Program](#)
- Contributing to AHF annual report, and
- Updating the website, social media, and searchable awards database.

The AHF Graduate Assistant will commit to working an average of 10 hours per week through May 2023, with an option to extend the position for continuing students.

### Qualifications:

- Must possess a Bachelor's degree or an equivalent combination of education, training, and experience
- Must possess experience in student services, event planning, and/or programming
- Must possess excellent written and verbal communication skills, with experience and drive to provide exceptional student and campus partner support
- Must be open and willing to interact with and provide support for students each and every day in a high traffic office
- Demonstrated organizational skills, extreme attention to detail and ability to work both independently and as part of a team
- Demonstrated experience with coordinating programs and/or activities.
- Demonstrated strong work ethic and personal mastery, including ethics, interpersonal skills, and engagement in continuous learning.
- Demonstrated planning, execution and multitasking skills and demonstrated ability to reprioritize on the fly. Easily manage quickly changing priorities while meeting deadlines.
- Ability to develop a strong understanding of relevant university policy, including national standards and practices in relevant areas.
- Ability to work with highly confidential information with absolute discretion.
- Ability to build and maintain strong working relationships with students, staff, and faculty,
- Highly proficient with Microsoft Office Suite (including Word, Excel, Access, Outlook and PowerPoint),
- Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

Interested graduate students should email a cover letter and resume to

[ahfstaff@usc.edu](mailto:ahfstaff@usc.edu) by Wednesday, July 6, 2022.