

Student-Athlete Academic Services

In Pursuit of Academic Excellence * Personal Development * Community Service * Athlete Career Transition Programs

Student Athlete Academic Services (SAAS) at USC is seeking to hire one graduate student intern interested in gaining experience and training in the field of student-athlete support services, specifically assisting with our Athlete Career Transition Programs (ACT) while also providing occasional support to our Personal Development (PD) programming.

Job Title: Graduate Assistant – Athlete Career Transition Programs

Department: USC Student-Athlete Academic Services, <http://saas.usc.edu/>

Contact: Monica K. Morita, Director of Athlete Career Transition Programs, mmorita@usc.edu

Program Description:

The USC Student-Athlete Academic Services (SAAS) Program is committed to providing the necessary support to assist all student-athletes in reaching their full potential academically, personally, and professionally. SAAS graduate intern will assist the Directors of Personal Development (PD) & Athlete Career Transition (ACT) and other staff members with day-to-day operation duties necessary to accomplish the department's goals and mission.

***Employment Dates:** August 14th 2023 - May 17th, 2024

*Would like GA to start Summer employment but not required. Fieldwork units/hours available in unison with compensation.

Primary Responsibilities:

- Assist with development and execution of the Trojan Athlete Network.
- Assist with event Planning and execution of PD/ACT Programming and SAAS Special Events.
- Assist with coordination of and attendance at PD/ACT events.
- Assist with coordination of ACT events.
- Track attendance of PD/ACT Events.
- Assist with SAAS Social Media accounts.
- Meet with student-athletes to provide Career Development support: Resume and Cover Letter Critiques, Mock Interviews, LinkedIn Profiles and other career related matters.
- Assist with Employer Outreach and Engagement efforts.
- Provide statistical analysis and evaluation of PD/ACT Programming.

- Other projects and duties as assigned.

Qualifications:

- Enrollment in a USC graduate program required.
- Special consideration provided to applicants who are able to make a two-year commitment OR start in the summer.
- Must be available to work evening and weekend hours to assist with scheduled programming.
- Preferences given to individuals who express a desire to work in Student Development.

Compensation: \$17.04 per hour (Usually \$1 over minimum wage)

***Hours per week:** 20 academic year (*Summer might be 35 hours per week)

Work hours: Varies, but will work mostly during business hours, with some evening or weekend hours for special events & programs.