

## Student-Athlete Academic Services

In Pursuit of Academic Excellence \* Personal Development \* Community Service \* Career Development

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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 focusing on our Personal Development (PD) Programming while also providing occasional support to our Athlete Career Transition (ACT) programming.

**Job Title:** Graduate Assistant – Student-Athlete Personal Development

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

**Contact:** Whitney Rotrock, Director of Personal Development, [rotrock@usc.edu](mailto:rotrock@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 Director of Personal Development (PD) and other staff members with day-to-day operation duties necessary to accomplish the department's goals and mission.

**Employment Dates:** August 14<sup>th</sup> 2023 - May 15<sup>th</sup>, 2023

\*Summer employment possible but not required. Fieldwork units/hours available in unison with compensation.

### Primary Responsibilities:

- Assist with development and execution of curriculum for Freshman Success Seminar
- Assist with event Planning and execution of PD/ACT Programming and SAAS Special Events
- Assist with coordination of and attendance at Health and Wellness Committee meetings
- Support Trojan Athletic Senate (TAS) (Student-Athlete Leadership Group)
- Assist with coordination of TAS events
- Track attendance of PD Events
- Assist with SAAS Social Media accounts
- Meet with student-athletes to provide assistance with post-graduate opportunities - Scholarships, Fellowships, Graduate School prep
- Assist with the development of our Summer PD Curriculum
- 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
- Must be available to work evening or weekend hours to assist with scheduled programming
- Preferences given to individuals who express a desire to work in Student-Athlete Academic Services

**Compensation:** \$17.04 per hour

**Hours per week:** 20

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