

DATE: Spring 2023

TO: USC Rossier Graduate Students (PASA & EC)
Dr. Sheila Bañuelos

FROM: Lisa Mataczynski, Program Director
Dan Phan, Academic Program Manager
Miguel Rodriguez, Academic Program Administrator

SUBJECT: USC Bovard Scholars Part-time Graduate Internship

USC Bovard Scholars

USC Bovard Scholars operates two distinct programs. Our Pre-College program empowers outstanding high school students with financial need to prepare them for success in college, including gaining admission and scholarships to the top-tier universities in the USA. Bovard Scholars provides a summer residential program and year-long admissions coaching during high school students' senior year.

Our Pre-Medical Academy is designed for high-achieving college students, nationwide, who have financial need and lack the resources needed to succeed in the highly competitive medical school application process. Our flexible, fully online program is customized to recognize students' strengths, connect them with peers, and guide students toward success in the medical school admissions process.

The Graduate Intern Position

USC Bovard Scholars is seeking a highly-motivated **Graduate Intern** to support program operations and strengthen student and community engagement. Candidates should have experience supporting diverse and economically disadvantaged students within an academic environment. The ideal candidate will have experience working with high school students, strong writing and public speaking skills, a capacity for engaging students, and a passion for expanding student access and academic opportunity.

Key Responsibilities:

- Develop a formal network of resources to support FGLI students within the program, including campus student support services, cultural centers, and worksite visit affiliates.
- Support outreach efforts through webinars and tabling events, fielding incoming questions and program inquiries and advising prospective students throughout the application process.
- Answers incoming calls and directs caller to the appropriate person, taking messages when necessary

- Advises prospective Bovard Scholars by providing details on program dates, schedule, and core components
- Assists with recruitment and community outreach (mailers/newsletters, social media management, USC information table, etc.)
- Support with project coordination and document/spreadsheet management; organize student records and program policies and procedures.
- Plans and leads cross-cohort monthly community-building events
- Supports with admitted student onboarding (Cohort 7)
- Additional duties, as assigned

Qualifications:

- Strong interpersonal, written, and oral communication skills
- Ability to work with close attention to detail and willingness to ensure a quality student experience
- Strong organizational and time-management skills, with the ability to handle multiple tasks and prioritize effectively
- Strong problem-solving and decision-making skills, with the ability to handle unexpected challenges in a fast-paced environment
- Effective teamwork orientation with the ability to work collaboratively to achieve objectives

Required Work Schedule

This paid internship position begins March 2023. The office is open from 9am-5pm, Monday-Friday. Interns will be scheduled according to their availability within these time frames. Ideal candidates will have approximately 10 hours of availability during fall and spring semesters. The part-time role will transition to full-time during June and July.

Compensation & Benefits

The hourly rate range for this position is **\$18.00-20.00**. When extending an offer of employment, the University of Southern California considers factors such as (but not limited to) the scope and responsibilities of the position, the candidate's work experience, education/training, key skills, internal peer equity, federal, state and local laws, contractual stipulations, grant funding, as well as external market and organizational considerations.

The Application Process

Applicants should send the following materials to bovardscholars@usc.edu: **resume** and **cover letter** (*include hours of availability during spring semester*). Once all application materials have been received, selected applicants will be invited for an in-person interview.