



Academic Advising Graduate Assistant Position

Position Title: Graduate Assistant – Academic Advising

Compensation: \$18.50 - \$20 per hour

Department: Annenberg Undergraduate Advisement and Academic Services

About the department:

Annenberg Advisement and Academic Services welcomes students of **every background** and **supports their personal, academic, and professional growth**. As students move forward, we encourage them to **cultivate an independent spirit** and make **meaningful contributions** to the Trojan Community and to society at large. We advocate for and partner with students by providing **resources, knowledge, expertise, programming, and assistance** navigating the various aspects of Trojan Life. We listen and strive to **offer good counsel** while continually assessing how well we fulfill our mission.

Job Description

Graduate assistants work with the Annenberg advising team to support undergraduate students majoring in PR, Journalism, and Communication, potential internal transfers, and our minor population. GA's receive extensive on-the-job training and continual support throughout the semester. Job responsibilities are not limited to, but may include the following:

- Provide holistic academic advisement to undergraduate communication, journalism, and public relations majors and minors
- Attend staff meetings on a weekly basis
- Help manage general advising email account
- Manage social media accounts
- Other duties as assigned

Required Qualifications

- Current enrollment in a graduate program, preferably educational counseling or PASA
- Excellent written and verbal skills
- Must be available to work 3 – 4 days per week (approximately 15 - 20 hours per week)
- Must attend all training sessions (dates TBD)
- Preferred qualities: positive, hardworking, team player, critical thinker, quick learner, ability to thrive under pressure
- Work-study eligible preferred

Hours: 15 - 20 hours per week.

Duration: Late Summer (late-July/early-August) 2023 - Fall 2023 (possible extension through Spring 2024)

Application Deadline: Friday, May 26, 2023

Required Materials: resume and cover letter

Contact: Nicole Zardenetta, Assistant Director (nzardene@usc.edu)