

Viterbi Career Connections Graduate Intern (Advising) Job Description

Viterbi Career Connections

Viterbi Career Connections (VCC) assists engineering students in professional exploration, development, and industry connections by providing events and programs designed to connect Viterbi students with top employers. VCC works with students to assist them with their job and internship search and employers seeking to connect with Viterbi students. Signature events, such as the How to Get Hired Series and bi-annual Viterbi Career & Internship Expo, are attended by thousands of students and hundreds of employers.

VCC is seeking highly motivated and enthusiastic students who enjoy working in a fast-paced environment. The VCC Graduate Intern (GI) position is **15-20 hours a week, paid at \$17/hour**. The ideal candidate will have work experience advising students, planning programs/events, marketing and outreach, office management, and an interest in career services. The VCC Graduate Intern will also support the VCC team in day to day operations of the office. This is an excellent opportunity to gain valuable work experience and develop your personal and professional skills.

Interns are encouraged to be innovative and suggest new projects and ideas that would help improve services.

Visit the VCC website to learn more about our office: <https://viterbicareers.usc.edu/>

Visit the VCC Instagram page to learn more about our resources and student services: [@viterbicareers](https://www.instagram.com/viterbicareers)

Fall 2023: Position is on-campus

Responsibilities below are subject to change based upon VCC needs.

PRIMARY RESPONSIBILITIES INCLUDE:

Student Support- 55% of job function

- **Assist with Career Advising Sessions**

- Advise engineering students on their resumes and cover letters via drop-in sessions and appointments. Sessions may be in-person or virtual
- Other areas of advisement may include: major-related career options, networking, job/internship search, evaluating job offers, etc. (Training provided.)
- VCC serves both domestic and international students, offering the advisor-in-training the experience to engage with a global population

Workshop Involvement

- Present workshops and classroom sessions requested by faculty or student organizations

- Work with VCC staff to create new content and update current workshops (in-person & virtual) to include engaging content and interactive activities

Event & Employer Support- 15% of job function

- Assist in managing Viterbi Career Gateway, the online internship & job portal
- Work with VCC staff to assist employers and manage their recruitment and engagement events.
 - Place catering orders for in-person events
 - Request parking and audio/visual for information sessions and other in-person events
 - Assist in marketing events to students through various channels of distribution
 - Provide support to employers at virtual & in-person events
- Manage registrations for career events, utilizing various online systems
- Aid in the coordination of event logistics, vendor management, etc.

Customer Service/Office Support- 20% of job function

- Manage the front desk, including answering/directing phone calls and greeting visitors, tracking drop-in traffic, assisting in the execution of on-campus interviews, and other duties as assigned
- Refer students with questions to appropriate resources/offices
- Provide general administrative and clerical support, including emailing, scanning, sorting/distributing mail, and other clerical duties
- Perform data entry and maintain accurate records in databases

Communications/Branding - 10 % of job function

- Assist with marketing efforts to increase student awareness for VCC programs and events
- Create and revise blog posts, flyers, and announcements
- Manage posts for weekly content across all social media platforms (**Facebook, Instagram, Twitter**)
- Maintain website with updated content using WordPress

***May provide support in other areas as needed**

Requirements:

- Customer Service Experience
 - Ability to maintain a high level of professionalism when interacting with students, industry representatives, faculty, and staff
 - Maintain confidentiality, following FERPA and mandated reporter regulations
- Project Management

- Must possess good time management skills to follow project schedules and coordinate different tasks, determining the importance of each, and completing projects within specified deadlines
 - Provide timely updates to VCC staff on tasks/projects
- Possess exceptional oral and written communication skills, including accurate English usage for editing and proofreading
- Microsoft Office Programs: Excel, PowerPoint, Outlook, & Word
- Strong attention to detail and ability to multitask
- Excellent initiative, organized, flexible, and friendly!

Preferred skills and experience:

- Work-study preferred
- Student advising experience a plus
- Experience working in or with industry
- Experience answering phones and greeting customers
- Experience leading and or delegating responsibilities in a team environment
- Experience coordinating and supporting large-scale events
- Previous work experience creating projects and designing marketing materials in print and digital formats
- Previous experience developing marketing campaigns, branding, and conducting assessments to evaluate the success of marketing and branding efforts
- Skilled at using Adobe Creative Suite programs such as Photoshop, Illustrator & InDesign
- Experience with WordPress, Asana, Symplicity, and Qualtrics preferred

Compensation

\$17 per hour

Training

Paid training is offered to all interns.

Hours

15-20 hours per week, usually within regular business hours Monday – Friday, 8:30 am to 5:00 pm

Evening hours will be required; flexible to fit students' class schedules

Monday – Thursday, 5- 6:00 pm.

Start Date & End Date

The position will begin in Summer 2023 for training. Will continue through Fall 2023 with the opportunity to continue into Spring 2024 pending performance. Start & end date will vary depending on intern availability.

To Apply

Please send your resume, cover letter, fall semester work availability & work-study eligibility (Word document is acceptable.) to Selina DerSarkissian, Assistant Director at zadehasa@usc.edu

