

Job Title: Graduate Assistant

Department: USC Viterbi Center for Engineering Diversity

<https://viterbiundergrad.usc.edu/diversity/center-for-engineering-diversity/>

Our mission is to advocate, promote, and center the academic, professional, and personal development of our Native American, Black, and Latinx students by providing access to programs, services, and resources that foster community, belonging and build capacity in engineering.

We are looking to hire 1-3 incoming or continuing graduate students from the EC and PASA programs to assist in the following areas: MESA Transfer Programs, Academic Development, Professional Development, and Community Engagement.

Based on interest and skills, GAs will take lead on one or more of the areas above. All GAs will be cross-trained in basic counseling, program management, and Excel skills regardless of area.

Duties and Responsibilities:

- Build community through positive relationships with our CED students. Collaborate with CED staff in annual events (eg. Fall/Spring Welcome, Peer Mentorship Program, etc.)
- Research and share scholarly information focused on transfer communities, diversity, STEM education, and other relevant topics
- Plan, implement, and assess programs and initiatives focused on managing transitions, community building, mentorship, professional development, and research experience

Qualifications:

- Demonstrated commitment to diversity and inclusion practices
- Experience working with students from low-income, first-generation, and minoritized racial backgrounds or a demonstrated understanding of the needs and interests of these specific student populations
- Excellent interpersonal skills
- Organized with a strong attention to detail
- Ability to work independently and as part of a team
- Ability to think critically about complex situations and strong problem-solving skills
- Comfortable working in ambiguity and navigating changes
- Sense of humor

Our GA positions are hybrid and ideally begin in the Summer (May 13th, 2024 [open to discussion]) and end in Spring 2024 with the possibility of extending the position. For summer 2024 and the 2024-2025 academic year, the positions are part-time, 20 hours per week at \$20 per hour. Regular working hours are between 8:30a-5:00p. Must be enrolled in graduate coursework during the academic year to be eligible.

For any questions regarding the open positions, please contact Miguel Anzelmetti, CED Assessment Coordinator at anzelmet@usc.edu. Please submit a resume that highlights your qualifications for this position and a cover letter that speaks to who you are and how you fit in our department to be eligible for an interview. We look forward to answering any questions you may have.