



STUDENT-ATHLETE
ACADEMIC SERVICES

University of Southern California

Student-Athlete Enrichment Programs and Services

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

Student-Athlete Enrichment Programs and Services (StEPS) 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 Student-Athlete Development (PD) Programming while also providing occasional support to our Athlete Career Transition (ACT) programming and Trojan Athlete Senate (TAS).

Job Title: Graduate Assistant – Student-Athlete Development

Department: USC Student-Athlete Enrichment Programs and Services

Contact: Lisa Auld, Associate Athletic Director of Student-Athlete Development, lauld@usc.edu

Program Description:

The USC Student-Athlete Enrichment Programs and Services (StEPS) Program is committed to providing the necessary support to assist all student-athletes in reaching their full potential academically, personally, and professionally. The Student-Athlete Enrichment Programs and Services graduate intern will assist the Associate Athletic Director of Student-Athlete Development (PD) and other staff members with day-to-day operation duties necessary to accomplish the department's goals and mission.

Employment Dates: August 19th, 2024 - May 23rd, 2025

*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 Student-Athlete Enrichment Programs and Services 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 Student-Athlete Enrichment Programs and Services Social Media accounts
- Meet with student-athletes to provide assistance with post-graduate opportunities - Scholarships, Internships, Fellowships, Graduate School prep
- Assist with the development of our Summer Professional Development Institute 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 or begin work in the summer
- 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 Development

Compensation: \$17.78 per hour (Usually \$1 over minimum wage)

***Hours per week:** 20 academic year (*Summer might be 35 hours per week)

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