



STUDENT-ATHLETE  
ACADEMIC SERVICES

# University of Southern California

## Student-Athlete Enrichment Programs and Services

In Pursuit of Academic Excellence \* Personal Development \* Community Service \* Athlete Career Transition Programs

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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 assisting with our Athlete Career Transition Programs (ACT) while also providing occasional support to our Student-Athlete Development (PD) programming.

**Job Title:** Graduate Assistant – Athlete Career Transition Programs

**Department:** USC Student-Athlete Enrichment Programs and Services

**Contact:** Monica K. Morita, Director of Athlete Career Transition Programs, [mmorita@usc.edu](mailto:mmorita@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. Student-Athlete Enrichment Programs and Services graduate intern will assist the Directors of Student-Athlete Development (PD) & Athlete Career Transition (ACT) and other staff members with day-to-day operation duties necessary to accomplish the department's goals and mission.

**\*Employment Dates:** August 19<sup>th</sup> 2024 - May 23<sup>rd</sup>, 2025

\*Would like GA to start Summer employment but not required. Fieldwork units/hours available in unison with compensation.

### Primary Responsibilities:

- Assist with development and execution of the Trojan Athlete Network.
- Assist with event Planning and execution of PD/ACT Programming and StEPS Special Events.
- Assist with coordination of and attendance at PD/ACT events.
- Assist with coordination of ACT events.
- Track attendance of PD/ACT Events.
- Assist with StEPS Social Media accounts.
- Meet with student-athletes to provide Career Development support: Resume and Cover Letter Critiques, Mock Interviews, LinkedIn Profiles and other career related matters.
- Assist with Employer Outreach and Engagement efforts.
- 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 start in the summer.
- Must be available to work evening and weekend hours to assist with scheduled programming.
- Preferences given to individuals who express a desire to work in Student 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.