

Campus Activities - Volunteer Center Graduate Advisor

Position Description: The [USC Campus Activities](#) office exists to build community and foster leadership development through co-curricular opportunities that enhance the Trojan experience. Our goals are to educate and develop leaders by engaging students in conversations of personal, group, and community values; create transformative educational experiences where students and communities thrive; support equity, inclusion, and a campus culture driven by student well-being; and provide students with opportunities to learn life skills. Campus Activities houses various programs to promote student involvement including, Late Night 'SC, leadership programs, recognized student organizations, student government, and the Volunteer Center.

The mission of The Volunteer Center is to empower students to be leaders of social change during their time at the University of Southern California and beyond. We are looking for motivated, detail-oriented individuals who can work independently with minimal supervision. Through our Service Curriculum we strive to educate students on the complexities of ethical volunteering in the community. Under the direct supervision of the Program Coordinator, the Graduate Advisor will play a critical role in co-developing a leadership program for Friends & Neighbors Day (FND) and the Alternative Breaks (AB), advancing our outreach to students at UPC and HSC, and supervising our undergraduate staff.

Primary Responsibilities:

- Advise student leaders on event and/or program curriculum development
- Implement assessments on service programs including data collection and analysis
- Oversee service events created by student leaders for Trojans Serve Program
- Coordinate and facilitate leadership workshops
- Develop content and flyers for website, newsletter, and social media marketing
- Manage and update website information for students
- Create resources for students leading service programs
- Email communicate and maintain relationships with campus partners
- Support special projects and events hosted by Campus Activities entities if needed
- Additional duties as assigned

Compensation: \$18.50/hour @ 20 hours per week during fall and spring semesters, with the option for summer if enrolled in coursework. Applicants should have knowledge, interest, or previous work in event programming, service learning, and/or leadership development.

PASA and EC students are encouraged to apply. Applications will be reviewed on a rolling basis until positions are filled. **To apply, please email your resume and cover letter to both Stephanie Santos Youngblood at sy28719@usc.edu AND Judith Sandoval at judithsa@usc.edu with "Your Name - Graduate Assistant – Volunteer Center" in the subject line.**