



University of Southern California

Student-Athlete Academic Services

In pursuit of Academic Excellence • Personal Development • Community Service • Career Development

Student Athlete Academic Services (SAAS) at USC is seeking to hire at least two graduate student interns interested in gaining experience and training in student-athlete academic support and advising.

Job Title: Graduate Assistant – Academic Advising

Department: USC Student-Athlete Academic Services, <http://saas.usc.edu/>

Contact: Ricky Coles, Academic Counselor, rcoles@usc.edu

Program Description:

The USC Student-Athlete Academic Services (SAAS) Program is committed to providing the necessary support to assist all student-athletes in reaching their full potential academically, personally, and professionally. SAAS graduate interns will assist academic advisors and other staff members with day-to-day operation duties necessary to accomplish department goals and mission.

Employment Dates: August 19th, 2024 - May 9th, 2025

Summer employment possible but not required or guaranteed. Fieldwork units/hours available in unison with compensation.

Primary Responsibilities:

- Assist academic advisors with preparation of material for meetings with coaches
- Assist with the book distribution program
- Monitor academic progress of caseload of student-athletes
- File and organize student-athlete records
- Provide statistical analysis of academic and tutorial programs
- Monitor facility computer lab and tutorial area including facilitating and auditing tutorial appointments
- Class check and monitor designated student-athletes
- Assist with event planning and execution of personal and developmental programs
- Attendance at weekly academic advisor meetings and training sessions
- Will receive training in the following areas, but not limited to: NCAA Eligibility, advising strategies, Academic Progress Rates (APR), Graduation Success Rates (GSR)
- Other projects and duties assigned

Qualifications:

- Enrollment in a USC graduate program required
- Special consideration provided to applicants who can make a two-year commitment
- Preferences are given to individuals who express a desire to work in Athletic Academic Services

Compensation: \$17.78 per hour

Hours per week: 20

Work hours: Varies – possible evening and weekend hours