

USC Career Center

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Career Engagement Graduate Intern (multiple positions available): \$18.00/hour for 2024-2025

Internship Description and Responsibilities

The USC Career Center serves the unique career needs of undergraduate and graduate students and alumni from all majors and professional programs. The career engagement graduate intern position offers interested candidates with the opportunity to experience and contribute to a university-wide career center that provides cutting-edge programs and services to students, employers, and alumni. Additionally, graduate interns will participate in a cohort model providing them the opportunity to learn, train, and build relationships with other graduate student interns.

General Assignment

The cornerstone of the Career Engagement Graduate Intern position is assisting the Career Engagement Team with drop-in advising, which includes reviewing students' resumes and cover letters, providing students an overview of Career Center services, resources, and answering general job/internship search questions. The graduate intern will also have the opportunity to take individual career advising appointments and conduct mock interviews. Additionally, the graduate intern will create and present topics targeting a specific area. Past interns have presented on: *Beyond the Bullets: Designing Your Impactful Resume*, *Creating Access in the Workplace*, *Levering Your Diverse Identity in Professional Settings*, *Navigating Corporate Spaces as a Woman of Color*, *First Generation Alumni Panel: A Pathway to Success Post-Grad* and more. The graduate intern also assists with projects for various career center teams, including social media marketing, presentations to student groups, updating online content, and more.

Functional Assignment

At least one graduate intern will be assigned to each of the following functional areas within the USC Career Center:

Career Engagement: The Career Engagement assignment is primarily student-facing. In addition to advising responsibilities, the graduate intern will focus on supporting Career Center signature events such as our Mock Interview Night with USC Alumni and Financial Literacy Conference. Interns will also be trained to lead career education workshops focused on resume and cover letters, interviewing skills, networking, and job/internship search techniques.

Internship Engagement: The Internship Engagement assignment will focus on learning strategies to successfully find and secure an internship. As part of the Internship Engagement team, they will participate in various diversity initiatives from both a student and employer perspective. Previous involvements include Student Equity and Inclusion Program (SEIP) collaborations, Diverse Student Perspectives Discussion, and DEI Recruiting Expo.

Employer Engagement: The Employer Engagement assignment will focus on employer outreach efforts, leading industry insights, and assisting with the USC Career Center's largest events including the Fall & Spring Career Fairs, Recent Graduates and Students Career Fair, and Graduate Schools Fair.

International Student Career Engagement: The International Student Career Engagement assignment will support the planning and implementation of signature events, small-scale events, workshops, and projects that serve USC's international student population. These include the International Student Virtual Career Fair in the fall and the International Student Mentorship Program in the spring.

***Please clearly state which functional assignment you are interested in when submitting your application materials (Career, Employer, Internship, International). You can rank multiple areas of interest.**

Internship Learning Outcomes

The internship exposes graduate students to the breadth of program and service options of a university-wide career center.

- The internship broadens a graduate student's advising experiences and knowledge of the career development process, career fields, and industries.
- The internship will allow graduate interns to set goals within the USC Career Center and be matched with various projects/assignments that align with their goals.

Eligible Applicants

Candidates must be enrolled in a graduate program at USC. Master of Education in Postsecondary Administration (PASA) and Master of Education in Educational Counseling (EC) students are strongly encouraged to apply.

Successful candidates will have experience working one-on-one with students in peer mentoring or advising roles, interest in career services, excellent customer service skills, and exceptional verbal and written communication skills.

Availability

Commitment is for the 2024-2025 academic year. Must be available in the afternoons (1:00 pm-3:30 pm) to support drop-in advising. This position requires you to work in-person. Interns must commit to 15-20 hours/week.

Training

Weekly training sessions on Tuesdays will be throughout the academic year. Topics include career development theory, practices, job search strategies, and internship and employer development proven practices. Must be available in August prior to the start of the Fall semester for training.

Compensation

Compensation is \$18.00 per hour.

To Apply

Please email a resume, cover letter, class schedule (if available), preferred work hours, and preferred functional assignment to:

Stefanie Galindo
Associate Director, Career Engagement
USC Career Center
galindos@usc.edu
(213) 740-9538

Applications will be accepted on a rolling basis until all positions are filled.

