

Viterbi Career Connections Graduate Intern (Advising) Job Description

Viterbi Career Connections (VCC) assists engineering students in professional exploration, development, and industry connections by producing events and programs designed to connect our engineers with top employers. We collaborate closely with students to support their search for jobs and internships and with employers looking to engage with engineering students. Our signature programs include the How to Get Hired Series, Viterbi Career & Internship Expos, and various networking events, attracting thousands of students and employers annually.

We seek enthusiastic and highly motivated students who thrive in a dynamic, fast-paced environment. The VCC Graduate Intern (GI) position is **15-20 hours per week, paid at \$19.00 per hour**. Ideal candidates will have experience in professional communications, event planning, office management, and an interest in career services. The VCC Graduate Intern will also support the office's daily operations, assisting the VCC team as needed. This is an excellent opportunity to gain valuable work experience and develop personal and professional skills.

Visit the [VCC website](#) to learn more about our office and the [VCC Instagram](#) to learn more about our resources and student services.

This position is in person. No remote option is available.

The responsibilities below are subject to change based on VCC needs.

PRIMARY RESPONSIBILITIES INCLUDE:

Student Support- 55% of job function

- **Assist with Career Advising Sessions**
 - Advise engineering students on resumes and cover letters through drop-in sessions and appointments. Sessions may be in-person or virtual.
 - Other areas of advisement may include major-related career options, networking opportunities, job/internship search, student organizations/resources, evaluating job offers, interview preparation, etc. (Training will be provided.)
- **Workshop Involvement**
 - Facilitate workshops and classroom sessions as requested by faculty or student organizations.
 - Collaborate with the VCC team to create new content and update existing workshops (both in-person & virtual) to include engaging content and interactive activities.

Event & Employer Support- 15% of job function

- Assist in managing Handshake.
- Work with VCC staff to assist employers and manage recruitment and engagement events, which can include:

- placing catering orders for in-person events; requesting parking and audio/visual for information sessions and other in-person events; assisting in promoting events to students through various distribution channels; providing support to employers at virtual & in-person events; assisting in managing registrations for career events, utilizing various online systems; and aiding in the coordination of event logistics, vendor management, etc.

Customer Service/Office Support- 20% of job function

- Oversee the front desk operations, including answering and directing incoming phone calls, welcoming visitors, monitoring drop-ins and appointments, facilitating the coordination of on-campus interviews, and performing other duties as assigned.
- Provide referrals to students, employers, staff, and faculty by directing them to the appropriate resources/office when needed.
- Provide general administrative and clerical support, including email and calendar management.
- Perform data entry and maintain accurate records in databases.

Communications/Branding - 10 % of job function

- Assist with marketing efforts to increase student/employer awareness of VCC programs and events.
- Create and revise blog posts, flyers, and announcements.
- Assist in managing posts for weekly content across all social media platforms (**Instagram**).
- Using processes in place, update and create graphics for social media and other communication channels.
- Maintain VCC website with updated content using WordPress.

Requirements:

- Customer Service Experience
 - Ability to maintain high professionalism when interacting with students, industry representatives, faculty, and staff.
- Project Management
 - Must possess good time management skills to follow project schedules, prioritize tasks, and complete projects within specified deadlines.
- Excellent verbal and written communication skills, including precise English language skills for editing and proofreading tasks.
- Strong critical thinking and problem-solving skills
- Ability to communicate and provide feedback to supervisor and full-time staff
- Flexibility and adaptability in changing environments.
- Excellent knowledge of Microsoft Office suite.
- Ability to maintain tact and attention to detail in a fast-paced environment

Preferred skills and experience:

- Work-study is preferred but not required.
- Student program or services experience. Student Advising is a plus.
- Proficient in managing incoming calls and warmly greeting students and/or employers.
- Experience coordinating and supporting large-scale events.
- Previous work experience creating projects and designing marketing materials in print and digital formats.
- Prior experience developing marketing campaigns, branding, and conducting assessments to measure the effectiveness of marketing strategies and branding efforts.
- Skilled at using Canva.
- Familiarity with WordPress, Asana, Handshake, Qualtrics, & Adobe Creative Suite programs.

Compensation

The hourly rate for this position is \$19.00 per hour.

Training

All interns receive paid training.

Hours

15-20 hours per week, Monday to Friday, 8:30 am to 5:00 pm, with possible extended hours to 6 pm, two days per week. **Occasional evening hours may be required; flexible to accommodate students' class schedules.**

Start Date & End Date

The training for this position will begin in Summer 2024. Will continue through Fall 2024 with the opportunity to continue into Spring 2025 pending performance. Start & end dates will vary depending on intern availability.

To Apply, please submit the following:

- 1) Submit the VCC [Online Graduate Intern Application](#)
- 2) After submitting the online application, please email Selina DerSarkissian, Assistant Director, at zadehasa@usc.edu. In your email, make sure to include the following attachments:
 - a) Resume
 - b) Cover Letter