

Campus Activities – Student Organizations and Services Graduate Assistant (1 position)

Campus Activities - Graduate Assistant 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, recognized student organizations, undergraduate and graduate student governments, service programs, hazing prevention, and student experience programs.

[Campus Activities](#)

The Student Organizations and Services (SOS) unit of Campus Activities centers around supporting and engaging Recognized Student Organizations (RSOs). RSOs are an important part of students' USC experiences and can contribute to student success, wellbeing, and sense of belonging. The SOS unit supports RSOs by advising in areas of policy compliance and risk mitigation; providing opportunities for leadership development; educating on hazing prevention and healthy team-building; and sharing service opportunities on campus and in the greater Los Angeles area. Under the direct supervision of the Hazing Prevention and Leadership Coordinator, the Graduate Advisor will play a critical role in supporting the success of recognized student organizations.

Primary responsibilities:

- Help implement Hazing Prevention Week programming, including workshops and community presentations
- Help distribute educational materials to campus partners and the student body
- Help manage the RSO Officer Community Slack and other resources for student leaders
- Support in the planning of semesterly involvement fairs and service programs
- Assist in content creation for presentations, workshops, and team-building exercises to educate RSO leaders and the campus community
- Help manage social media platforms and marketing efforts to promote SOS programs and initiatives across campus
- Support the coordination of communication with the campus community through emails, newsletters, and other methods.
- Other administrative duties as assigned.

Compensation: \$18.50/hour @ 20 hours per week. Fall and Spring, with the option for summer if enrolled in coursework. Applicants should have knowledge, interest, or previous work in student organizations, assessment, and/or programming.

PASA and EC students are encouraged to apply. Applications will be reviewed on a rolling basis until positions are filled. [Please apply on Handshake](#). Applications will not be accepted via email.