

**USC Rossier PhD Program Office  
Graduate Student Assistant 2024-2025**

**Job Description:**

The [PhD in Education](#) Program Office at the USC Rossier School of Education seeks a graduate student assistant. The PhD Program Office provides high-touch service to support our applicants, students, and faculty in achieving their goals. This position is ideal for a Rossier master's student who wants to gain higher education administrative experience in several fields such as recruitment/admissions, student services, social media, and event management.

The pay rate is \$18/hour and 10-15 hours a week will be assigned. Work study funds are strongly preferred, but not required. Student assistants are expected to work on campus for the PhD Program Office in Waite Phillips Hall. The position is for the 2024-2025 academic school year, with the potential to continue.

**Qualifications:**

- Pursuing a master's degree in the Rossier School of Education
- Strong customer service experience, particularly over email and in-person
- Interest in event and meeting planning
- Experience or interest in creating social media content on Canva or a similar program
- Knowledge of Office Suite, Google Drive, Canva, and social media platforms
- Ability to meet and prioritize deadlines in the face of quickly changing priorities
- Strong confidentiality skills in handling sensitive information and student records

**Tasks:**

- Front desk reception in-person and by email
- Assist staff with recruitment and admissions processes
- Support coordinating and managing in-person and online events and meetings, including set-up, tech, and take-down
- Create and post social media content on @USCRossierPhD Twitter, Instagram, LinkedIn, and Facebook accounts, as well as prepare other marketing materials
- Prepare reports and update databases of student and alumni records
- Maintaining office management including print jobs and stocking office supplies for a welcoming office suite
- Performs other related duties as assigned or requested

**How to Apply:**

If you are interested in the position, please apply with the following four items: **1)** resume, **2)** one to two paragraphs on your interest in the job, **3)** availability (days/times) to work 10-15 hours in the office during the fall semester, and **4)** if applicable, confirmation of your work-study award.

Applications should be emailed to the PhD Program Assistant Director, Alex Hazard at [alex.hazard@rossier.usc.edu](mailto:alex.hazard@rossier.usc.edu). **Applications will be reviewed on a rolling basis with the goal of the student assistant starting in August 2024.**