

USC Annenberg Career Development Graduate Assistant Position

Position Title: Graduate Assistant, Career Development

Department: Annenberg Career Development

About the Department

The Annenberg Career Development team supports students' exploration of various career paths and opportunities, provides students with extensive opportunities to intern within their preferred communities of practice, and connects students to potential employers through company information sessions, on-campus interviews, career fairs, experiential education opportunities, and other departmental events. Additionally, Career Development staff connect with students and early alumni through advising appointments to support them in establishing career objectives, enhancing interview skills, and creating polished resumes to support their career advancement.

Job Description: The Graduate Assistant supports Career Development staff in several areas and receives on-the-job training. This position will report to the Assistant Director. Job responsibilities may include, but are not limited to, the following:

- Support the Assistant Director and other Career Development staff in managing the office by creating/managing spreadsheets, surveys, programs, and various projects as assigned
- Handle sensitive student data and organize important documents for experiential education programs (e.g. Maymester, Spring Break programs, etc.)
- Manage event check-in and setup for various career-focused events including Lunch with a Leader, Company Information Sessions, Career Fairs, etc.
- Create flyers and calendars for Career Development Office programming
- Create survey instruments to assist the office in Career Development research and outreach
- Add and update job and internship postings in Handshake
- Assist in administrative duties around the office
- Research current trends in the media industry pertaining to companies, employers, organizations, and hiring practices
- Other duties as assigned

Qualifications: Student workers must be enrolled in a graduate program at the University of Southern California. Students must register for Fall 2024 coursework at USC. This is a paid position. Work study candidates preferred.

Expectations:

- Excellent written and verbal skills
- One-semester commitment, ideally two
- Must be proficient in MS Word, Excel, PowerPoint, and Google Suite

Hours and Salary: 10-12 hours per week; \$20 per hour.

Duration: Later Summer (early August) 2024 – Fall 2024 (possible extension through Spring 2025)

Application Deadline: Friday, August 2, 2024

Required Materials: Please email resume and cover letter to Cherisse Theriault, Assistant Director of Career Development (ctheriau@usc.edu)