

## **NOW HIRING: Graduate Assistant, Academic Honors & Fellowships Academic Programs**

[USC Academic Honors and Fellowships \(AHF\)](#), within the Provost's Office of Academic Programs, is currently seeking a **Graduate Assistant** to provide programming, fellowship advising, and administrative support of high-achieving students at USC. USC Academic Honors and Fellowships **educates** the USC community about university awards and external fellowships, and **mentors** motivated students and recent alumni in their pursuit of these opportunities.

The **Graduate Assistant** will work directly with the AHF Staff and campus partners on a variety of tasks including but not limited to:

- Serving as lead coordinator for [USC Renaissance Scholar](#) certification.
- Planning and facilitation of USC's Signature Academic Events including the [Undergraduate Writers' Conference](#) and [Undergraduate Symposium for Scholarly & Creative Work](#).
- Promoting and advising for USC awards and national competitive fellowships such as the [Fulbright U.S. Student Program](#), [USC Global Scholars](#) and [USC Discovery Scholars](#)
- Contributing to AHF strategic planning and goal setting
- Updating the AHF website and searchable awards database, and
- Other duties as assigned and based on professional interests and experiences of incoming GA

The AHF Graduate Assistant will commit to working an average of 10-15 hours per week through May 2025, with an option to extend the position for continuing students.

### **Qualifications:**

- Must possess a Bachelor's degree or an equivalent combination of education, training, and experience
- Must have U.S. citizenship or permanent residency.
- Must possess experience in student services, event planning, and/or programming.
- Must possess excellent written and verbal communication skills, with experience and drive to provide exceptional student and campus partner support.
- Must be open and willing to interact with and provide support for students each and every day.
- Demonstrated organizational skills, extreme attention to detail and ability to work both independently and as part of a team.
- Demonstrated experience with coordinating programs and/or activities.
- Demonstrated strong work ethic and personal mastery, including ethics, interpersonal skills, and engagement in continuous learning.
- Demonstrated planning, execution and multitasking skills and demonstrated ability to reprioritize on the fly. Easily manage quickly changing priorities while meeting deadlines.
- Ability to develop a strong understanding of relevant university policy, including national standards and practices in relevant areas.
- Ability to work with highly confidential information with absolute discretion.
- Ability to build and maintain strong working relationships with students, staff, and faculty,
- Highly proficient with Microsoft Office Suite (including Word, Excel, Access, Outlook and PowerPoint),
- Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

**Interested graduate students should email a cover letter and resume to [ahfstaff@usc.edu](mailto:ahfstaff@usc.edu). Interviews will be offered on a rolling basis.**