

Graduate Assistant Position

The USC Department of Economics is seeking to hire a student in the USC Master of Education in the Educational Counseling (EC) program or the Postsecondary Administration and Student Affairs (PASA) program to fill a Graduate Assistant (GA) position. This is a great opportunity for an EC/PASA student to receive hands-on experience in student affairs. The Department will pay its GA an hourly rate of \$20.00.

Qualifications and Requirements

- Must be available to work up to 15-20 hours per week (remote/hybrid as needed)
- Must have strong writing and communication skills
- Must be comfortable working with multiple databases and digital tools
- Must have strong research skills
- Must understand the importance of details and proactivity
- Must be available throughout (and preferably beyond) AY2024-25

Important Responsibilities and Duties

- Study and learn key USC and Department policies
- Familiarize yourself with and become a proficient user of Liaison WebAdMIT, Student Information System (SIS), AdviseUSC, Mailchimp, Slack, etc.
- Field questions and concerns about the Department, the program, and the admissions process
- Update and manage student and alumni data (e.g., academic records, placement data, etc.)
- Communicate via email with graduate applicants and PhD students from around the world
- Provide assistance on tasks and projects for the program's Associate Director

Application Instructions

Please send the following to Annie Le (Associate Director, Doctoral Program) at anniele@usc.edu:

- Résumé
- Cover letter
- Work-week availability
- Short writing sample (any formal paper that is 1–3 pages in length)

Please send one PDF file that contains all required documents. It should present the documents in the order listed above. The subject line of your email message should follow this format:

2024 Graduate Assistant Application - LastName, FirstName (USC ID)
e.g., "2024 Graduate Assistant Application - Trojan, Tommy (1234567890)"

The application deadline is September 7, 2024, at 11:59 PM PT. However, interested applicants should note that interviews will be given on a rolling basis until the position is filled.

