

## **Annenberg International Programs Graduate Assistant Position**

**Position Title:** Graduate Assistant

**Department:** Annenberg International Programs

### **About the Department**

Annenberg International Programs provides study abroad and experiential opportunities in various cities around the globe for undergraduate and graduate students. The office also hosts exchange students at USC from partner universities abroad. Each program provides students with the opportunity to gain cross-cultural personal and professional experience while earning academic credits toward their USC degree, and build upon their fields of practice in communications, journalism, and public relations.

### **Job Description**

Graduate assistants support AIP staff in several areas and receive on-the-job training. This graduate assistant will be working closely with the Programs Coordinator and Associate Director on various projects. This will allow for valuable international education and administrative experience and would be an excellent opportunity for an international student. Job responsibilities may include, but are not limited to, the following:

- Assist the team in managing the office by communicating with prospective and current study abroad students, creating/managing spreadsheets, and handling of sensitive documents
- Provide support in the planning and administrative duties related to spring study abroad programming
- Support with front-desk duties in the Career and International Programs Office
- Assist with in-person events including, but not limited to, the Annenberg Involvement Fair and Study Abroad Fair
- Promote the office's initiatives and events on social media

### **Qualifications**

The Graduate Assistant must be enrolled in a graduate program at the University of Southern California. Work study preferred, but not required. This is a paid position.

### **Requirements**

- Excellent written and verbal skills
- Must be proficient in MS Word, Excel, PowerPoint, Instagram, and graphics tools such as Canva
- Well organized with strong attention to detail in administrative tasks

- Able to work independently

**Hours and Salary:**

7-8 hours per week; \$18.00 per hour

**To Apply:**

Email your resume and cover letter to the Annenberg International Programs Office at [ascintl@usc.edu](mailto:ascintl@usc.edu) by August 30, 2024.