

**Pay:** \$17/hr. 10 hours in-person per week. Must be eligible for work-study

The USC Dworak-Peck Office of Academic Affairs is looking to hire graduate students to support our different programs. You may apply to these positions available in the same application. For any questions regarding the open positions, please contact Miguel Anzelmetti at [anzelmet@usc.edu](mailto:anzelmet@usc.edu). Please submit an application and resume [here](#) by **Sunday August 25, 2024**.

**Qualifications:**

- Must be able to work 10 hours per week during normal business hours Mon-Fri 9a-5p.
- Is eligible and has room in their financial aid package for work-study. Must be able to work all hours in-person.
- Must be enrolled in graduate coursework during the academic year to be eligible.
- Demonstrated commitment to diversity and inclusion practices
- Experience working with students from low-income, first-generation, and minoritized racial backgrounds or a demonstrated understanding of the needs and interests of these specific student populations.
- Proficient at using Canva and Excel/Google Sheets
- Excellent interpersonal and empathy skills.
- Organized with a strong attention to detail.
- Willingness to learn and take feedback.
- Ability to work independently and as part of a team.
- Ability to think critically about complex situations and strong problem-solving skills.
- Comfortable working in ambiguity and navigating changes.

***Please read descriptions of each position below:***

**Graduate Assistant, Academic Affairs** (3 positions available): This office oversees our academic programs and services. We are seeking candidates proficient in Microsoft Office, OneDrive, Google Docs/Forms/Sheets, drafting letters & email correspondence, digital file maintenance, and Salesforce. Looking for students who are tech-savvy and easily trainable. Graduate Assistants will support our graduate programs in getting projects done such as managing requests for accreditation, contacting faculty to support with student admissions, creating workflows, etc.

Duties and Responsibilities:

Below are the responsibilities for each of the 3 positions.

- 1. MSW Program Director support**
  - a. Primary support for Jen Lewis
  - b. Assist with course scheduling
  - c. Licensure requests and BBS letter support
  - d. Comfortable interacting with MSW faculty and students
  - e. Various projects as assigned
- 2. DSW Program Director support**
  - a. Primary support for John Clapp
  - b. Comfortable interacting with DSW faculty and students
  - c. Various projects as assigned
- 3. General Academic Affairs support**
  - a. Floater/support for general office needs
  - b. Available to assist with projects as they arise