



**Pre-Engineering Graduate Student Assistant
Viterbi Undergraduate Academic Services**

The Academic Services team in Viterbi Admission & Student Engagement (VASE) is looking to hire 1 Pre-Engineering Graduate Assistant this Fall 2024 through the 2024-2025 academic year, with the opportunity to expand to the following academic year for continuing students. The position is open to current USC graduate students. EC students are eligible to apply.

The positions will assist the Academic Services team with managing the pre-engineering process, including the academic advising and programming for pre-engineering students.

To provide a holistic student development experience, the positions will also help to grow and expand the programs offered. General pre-engineering position responsibilities include the following:

- Develop and maintain program websites
- Conduct student advising appointments both in-person and online
- Organize pre-engineering events and host group workshops
- Manage program communication and email accounts
- Create semester based and extended 4-year course plans
- Advise students on the procedures for transferring to Viterbi
- Handle confidential information in a professional and ethical manner
- Support with Summer and Winter orientations for both first-year and transfer students

The positions require regular student communication in person, Zoom, and email. Ideal candidates possess excellent interpersonal skills, a high level of critical thinking and data management skills. Ideal candidates will also be a self-starter who can take initiative and ownership over new program ideas.

Preferred qualifications include the following:

- Proficient in Microsoft Outlook, Excel and Word
- Have strong written and oral communication skills and excellent interpersonal skills
- Be detail-oriented and have excellent organizational skills
- Ability to work independently and as part of a team
- Ability to think critically about complex situations and strong problem-solving skills

The hourly rate of pay is \$25/hour. The position for the 2024-2025 academic year is set at 20 hours per week part-time status. For Summer 2025, the position is full-time, 37.5 hours per week. The position does have the potential to extend to the 2025-2026 academic year for first year graduate students. Applicants must be enrolled in graduate coursework. The projected start date is September 16, 2024.

If you are interested in the position, please email your cover letter and resume to renatafi@usc.edu no later than August 30th, 2024. Qualified applicants will be invited to interview for the position.

For any questions regarding the position, please contact Renata Figueroa, Associate Director of Academic Services in Viterbi Admission & Student Engagement (VASE) at renatafi@usc.edu.

We look forward to reviewing your application!

Best Regards,

Viterbi Student Services

Viterbi Admission & Student Engagement (VASE)

USC Viterbi School of Engineering

University of Southern California