

**Pay:** \$17.28/hr. 10-20 hours in-person per week. Must be eligible for work-study

The USC Suzanne Dworak-Peck School of Social Work, PhD Program is seeking to hire a Federal Work-study Student (FWS) in a **clerical** position. Hourly wages will commensurate experience 10-20 hours per week for the 2024-2025 academic year.

Job responsibilities involves providing clerical support to the Director and Manager of the PhD Program:

- Coordinate meetings, manage schedules, and projects related to the program's efforts as assigned;
- Produce information by formatting, editing, typing, digital, copying, transmitting and distributing text, data and graphics;
- Handling, retrieving and maintaining confidential files, records and information;
- Data collecting/findings;
- Excel and other charts/reports/tables;
- Google docs and forms distribution and upkeep;
- Recordkeeping, database entry/updating/maintaining manual or automated systems;
- Scanning, updating and organizing files by manual or automation; and
- Compliance to student-employee confidentiality due to protect the privacy of students, faculty, staff, alumni and others for whom the student-employee has information about

Applicant's applying **must** also possess the following proficiencies:

- Attention to details;
- Superior customer service record;
- Ability to prioritize time management effectively;
- Good verbal and written skills;
- Good interpersonal skills;
- Ability to multi-task, stay focused and productive;
- Must be dependable and reliable; and
- Exceptional organizational, typing, computer, digital, web-based skills are required.

Other clerical duties and responsibilities will need to be performed that are not listed above.

Applicants must have knowledge of Microsoft Office, readiness to learn new systems (including databases), and Adobe software products.

Please submit a cover letter and resume in the application below. Potential finalists will be contacted by e-mail for interviews.

**Apply Here:** <https://forms.gle/k5ZSQjJajACovXgYA>

**Deadline to apply is Sunday, September 8.**