

USC Career Center

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Career Engagement Graduate Intern: \$18.00/hour for Spring 2025

Internship Description and Responsibilities

The USC Career Center serves the unique career needs of undergraduate and graduate students and alumni from all majors and professional programs. The career engagement graduate intern position offers interested candidates the opportunity to experience and contribute to a university-wide career center that provides cutting-edge programs and services to students, employers, and alumni. Additionally, graduate interns will participate in a cohort model providing them the opportunity to learn, train, and build relationships with other graduate student interns.

General Assignment

The cornerstone of the Career Engagement Graduate Intern position is assisting the Career Engagement Team with drop-in advising, which includes reviewing students' resumes and cover letters, providing students an overview of Career Center services, resources, and answering general job/internship search questions. The graduate intern will also have the opportunity to take individual career advising appointments and conduct mock interviews. Additionally, the graduate intern will have the opportunity to create and present career workshops targeting a specific area. Past interns have presented on: *Beyond the Bullets: Designing Your Impactful Resume*, *Creating Access in the Workplace*, *Levering Your Diverse Identity in Professional Settings*, *First Generation Alumni Panel: A Pathway to Success Post-Grad* and more. The graduate intern also assists with projects, including social media marketing, presentations to student groups, updating online content, and more.

Internship Learning Outcomes

The internship exposes graduate students to the breadth of program and service options of a university-wide career center.

- The internship broadens a graduate student's advising experiences and knowledge of the career development process, career fields, and industries.
- The internship will allow graduate interns to set goals within the USC Career Center and be matched with various projects/assignments that align with their goals.

Eligible Applicants

Candidates must be enrolled in a graduate program at USC. Master of Education in Postsecondary Administration (PASA) and Master of Education in Educational Counseling (EC) students are strongly encouraged to apply.

Successful candidates will have experience working one-on-one with students in peer mentoring or advising roles, interest in career services, excellent customer service skills, and exceptional verbal and written communication skills.

Availability

Commitment is for the Spring 2025 academic year. Must be available in the afternoons (1:00 pm-3:30 pm) Mondays, Tuesdays, and Fridays. This position requires you to work in-person. Interns must commit to 15-20 hours/week.

Training

Bi-weekly training sessions will take place on Tuesdays (9:30-10:30 am) throughout the Spring semester. Topics include career development theory, practices, job search strategies, and internship and employer development proven practices.

Compensation

Compensation is \$18.00 per hour.

To Apply

Please email a resume, cover letter, class schedule (if available), and preferred work hours to:

Stefanie Galindo

Associate Director, Career Engagement

USC Career Center

galindos@usc.edu

(213) 740-9538

Applications will be accepted on a rolling basis until position is filled.