

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

The USC Suzanne Dworak-Peck School of Social Work, Office of Recruitment and Workforce Development, is looking to hire graduate students to support our Admissions and Outreach & Recruitment Team. For any questions regarding the open positions, please contact Winnie Duron at durovara@usc.edu. Please submit an application and resume [here](#) by **Tuesday December 10, 2024**.

The Office of Recruitment and Workforce Development Team is dedicated to supporting students as they navigate the application process for the MSW program and beyond. Our goal is to provide guidance, resources, and personalized assistance to ensure that each student has the information and support they need to successfully complete their application and make informed decisions about their academic and professional journey. We are committed to fostering an inclusive and supportive environment to help students achieve their goals and thrive in the MSW program.

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.

Duties and Responsibilities:

- Process incoming student applications and update their application status.
- Conduct heavy outreach to applicants with incomplete applications to ensure all necessary materials are submitted.
- Conduct appointments with current students to provide guidance managing graduate school. Document meeting notes and refer as necessary.
- Develop programming and events to engage prospective students.
- Create visually appealing flyers and presentations that enhance the learning experience through engaging and informative content.
- Manage social media, newsletters, and emails to advertise and engage our prospective students.
- Build community and positive relationships with Dworak-Peck students from all programs. Collaborate with staff from across departments.
- Research and share scholarly information focused on academic development, career development, and special programs.