

USC Graduate School

The USC Graduate School is seeking to fill two Graduate Student Advocate positions for the 2013-14 academic year: (1) the Graduate Student Advocate for Student Relations and (2) the Graduate Student Advocate for Diversity Outreach. Both positions are leadership roles and act as representatives of the USC graduate and professional student body. Both positions work to advance issues of importance to the university's graduate and professional students.

Candidates for the positions include PhD students who have passed their qualifying exams and who are making good progress toward their degrees, as verified by their departments. The positions will be 25% or 50% appointments (10-20 hours per week), with the basic university stipend and standard coverage of tuition and selected fees.

Duties include:

- Hold regular office hours, for academic advising, referrals to available student services and resources, and confidential discussions of areas of concern;
- Assist with academic programming year-round under the purview of the Graduate School (this may include facilitating programs, coordination, and other administrative functions);
- As appropriate, attend meetings with Graduate School deans and the Vice Provost for Graduate Programs;
- Devise strategies for resolving issues and concerns raised by graduate students and to improve the overall quality of life for the USC graduate student body;
- As appropriate, attend Graduate Student Government Executive Board and general meetings, to discuss issues that concern graduate students; and
- The Graduate Student Advocate for Diversity Outreach helps in the design and coordination of both on- and off-campus diversity outreach activities, including workshops, conferences, fairs, etc. The GSA-DO engages in special outreach advising sessions and meetings with both graduate students and faculty.

To apply, please submit a curriculum vita (CV), and include the date you passed your qualifying exams, your expected graduation term, the name of your faculty advisor, and a 1-page description of your qualifications for the position. Finalists will be asked to acquire a letter of recommendation from their faculty advisor; alternatively, letters may be sent in advance as part of the application materials.

For the Graduate Student Advocate for Student Relations position, send materials to Dean Shayna Kessel, skessel@usc.edu

For the Graduate Student Advocate for Diversity Outreach position, send materials to Dean Richard Andalon, randalon@usc.edu

The deadline to submit materials is Friday, May 10, 2013 at 5pm PST. Finalists will be invited for an interview.