Pre-Med Academy Graduate Student Intern

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**Job Description:** The USC Pre-Med Academy Online program is seeking a graduate student intern to help support the USC Online Pre-Med Academy (PMA) program. This program has been designed to support and advise high-achieving, first-generation and low-income undergraduate students interested in medical school. Our flexible, fully online program is customized to recognize students’ strengths, connect them with peers, and guide students toward success in the medical school admissions process. Enrolled students participate in the program via Canvas, our online learning environment, and via live sessions. They also receive personalized one-on-one advising regarding their academics, activities planned for medical school, MCAT timeline, application timeline, and any concerns they may have about the process.

The graduate intern will provide support for our efforts via Canvas management, student engagement, recruitment, and ongoing advising. The intern will also help foster community engagement between the student cohorts.

The graduate intern should be someone who demonstrates excellence in writing and communication, a professional demeanor and ability to follow through on projects and assignments. Excellent communication/interpersonal skills and ability to work with diverse individuals are required. Strong computer skills, including Microsoft Office, Google Drive, databases, and tech support/troubleshooting, preferred.

**Job Description/Responsibilities**

- Advise students on program services and activities, provide information and facilitate problem resolution.
- Assist in the development and delivery of student programs, program services and special events.
- Review Pre-Med Canvas course student engagement and provide encouragement and accountability.
- Review and comment on discussion boards within Canvas.
- Create engagement channels to help build community between all PMA cohorts via technology tools such as Slack, social media, etc.
- Assist with communication and outreach for recruitment of new PMA students
- Assist with updating student content on Canvas (posting new content, videos, resources)
- Attend live sessions to help moderate Q&A; approximately 10 per year.
- Additional duties as assigned.

**Start/End Dates**
March 2023 - June 2024
Approximately 15 hours per week. The work schedule can be negotiated, as much of the work is remote, online, and asynchronous. The Graduate Intern will need to attend synchronous, live course sessions and the dates will be provided in advance.

Compensation
The hourly rate range for this position is $15.00-18.00. When extending an offer of employment, the University of Southern California considers factors such as (but not limited to) the scope and responsibilities of the position, the candidate’s work experience, education/training, key skills, internal peer equity, federal, state and local laws, contractual stipulations, grant funding, as well as external market and organizational considerations.

Required application materials: Applicants should send the following materials to ccrispen@usc.edu: resume and cover letter (include hours of availability). Once all application materials have been received, selected applicants will be invited to an in-person interview.

Additional Pertinent Information: Program website: https://bovardscholars.usc.edu/premed/