

Keck School of Medicine of USC

PhD Programs in Biomedical and Biological Sciences (PIBBS) Office of Graduate Affairs, Research Administration, HSC Graduate Intern Job Description (unpaid)

Job Summary: The PIBBS Program at the Health Sciences Campus is seeking a Graduate Intern for the **2017-2018 academic year**. This position will allow the incumbent to work closely with the student services advisors in the office while they address the needs and issues of students enrolled in the PIBBS program. The Graduate Intern will have opportunities to interface with faculty, graduate students, and staff within the Keck School of Medicine and USC. This individual will help with event planning, faculty and administrative support, and other duties assigned pertinent to the success of the PIBBS.

Responsibilities: The Graduate Intern will assist in the planning and implementation of programs geared towards students pursuing their doctorate in the biomedical and biological sciences. Some programs may include, but are not limited to, orientation (August), PIBBS campus visit event (January), commencement (May), PhD Professional Development Series (year-round) and the PIBBS mentorship program (year-round). Other projects may include maintaining electronic databases, updating student handbooks, social media and working with other campus offices and community partners.

Qualifications: Must have strong written and oral skills; Event planning experience; Knowledge of Microsoft Office programs, especially PowerPoint, Word, and Excel; Strong organizational skills; Comfortable in a creative, automatic, flexible work setting; Enjoy working as a part of a team; Interested and passionate about the needs pertaining to and development of graduate students; Must be a self-starter with an eagerness to learn and problem solve.

Education: Must be an admitted or current Master's level student enrolled in good standing and taking credits towards the degree as required by USC.

Skill development areas: Program management, event planning, problem solving, technology.

Primary Learning Outcomes: Gain knowledge and experience of working with a graduate student population and its constituents. This is also a great opportunity to see the academic year cycle of a 1st year PIBBS student as they transition into their PhD Program their 2nd year, as well as the admissions process from the administrative perspective.

Compensation: Fieldwork/Internship Credit for your academic program and professional reference for future jobs.

Application Submission: Please submit resume and cover letter to Bami Andrada via email at bami.andrada@med.usc.edu.

If you have any questions, please contact:

Bami Andrada
323-442-1475
bami.andrada@med.usc.edu

pibbs.usc.edu