

TIE Internship Coordinator (GA Position)

Job Description: The primary role of the TIE Internship Coordinator will be supporting the planning, development, and implementation of the Together In Empowerment (TIE) Internship Program in APASS. The TIE Internship Program (11-week program) seeks to help APIDA students gain insight into the APIDA community in Los Angeles and learn the importance of community empowerment and advocacy to create and impact change. The GA will be supporting the Center Supervisor to interview and place interns with a Community Based Organization (CBO) internship site placement, lead and facilitate orientation, seminars, and support students in developing their Campus Action Project (CAP). The CAP will address a key social issue in the APIDA community specifically seen or experienced at USC. The CAP should seek to improve diversity, equity, and inclusion efforts on campus. Internship site placements are anticipated to be hybrid, but the primary responsibilities of the Internship Coordinator must be carried out in-person. The Internship Coordinator will be co-supervising one Center Assistant who will be supporting the internship program.

The Internship Coordinator will be supporting APASS in other miscellaneous projects as assigned.

Responsibilities include, but is not limited to, the following:

- Review internship application, coordinate interview schedules, and perform intern placement decisions
- Plan and implement TIE Orientation
- Serve as the primary contact for internship cohort, supervise interns and their projects, and perform 1:1 and/or group check-ins
- Support interns to develop, find resources, and carry out their CAPs
- Lead and facilitate TIE seminars
- Prepare interns for CAP presentations at the close of the program
- Miscellaneous tasks as assigned

Required Skills/Experience:

- Knowledge and understanding of social, historical, and contemporary issues in the APIDA community
- Demonstrated commitment to diversity, equity, and inclusion and an understanding of social justice and intersectionality
- Ability to take initiative and carry out projects without everyday direct supervision
- Ability to follow instructions and apply constructive feedback with a positive attitude to improve performance
- Must be a currently enrolled graduate student at USC
- Must be in good academic standing during entire period of employment

Preferred Skills/Experience:

- Previous facilitation and event planning experience
- Previous experience supervising students, student leaders, or volunteers
- Previous experience working underrepresented communities

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- Knowledge of the current climate around Anti-Asian hate and discrimination and efforts around community healing

Eligibility

This is a work-study position. The candidate must be able to show proof of work authorization in the U.S. upon hire.

Compensation:

The GA position term runs from Jan 2022 - April 2022. The anticipated hour commitment is 10-12 hours per week during regular business hours from 9am-5pm (though occasional evening and weekend responsibilities may be required). The hourly pay is \$16 per hour.

Apply

To apply, please submit a cover letter and resume to Center Supervisor, Bao Nhia Moua, at baonhiam@usc.edu and include in your email subject headline: "TIE Internship Coordinator Application".

Priority Application Deadline: Sunday, December 12, 2021

Interviews anticipated to take place: Dec 13, 2021 - Dec 17, 2021