

**Position Title:** Student Services Worker

**Compensation:** TBD based upon experience

**Hours:** 8:30am – 5:00pm Monday-Friday

\*flexible scheduling depending on class schedule

The Daniel J. Epstein Department of Industrial and Systems Engineering has an open position for out student services window. The department has approximately 750 undergraduate and graduate students. Our population of students is diverse and will give you exposure to working with both domestic and international students.

**Job Description:**

Responsibilities include, but not limited to the following:

- Assist faculty and staff with general office duties
- Receptionist desk (Greet and Assist Student)
- Answering phones and emails related to student inquiries
- Make Xerox copies
- Responsible for mail deliveries to faculty and school/university offices
- Create student files and update student log sheets
- Schedule student appointments for academic advisement with the graduate advisor
- Process “D” clearances requests on myViterbi on-line system.

**Requirements:** Outgoing personality, dependable, good communication skills both written and verbal. Must have knowledge in MS Word and Excel.

**To Apply:**

Interested candidates should submit a resume via email to Shelly Lewis, Department Business Manager, at [lewism1@usc.edu](mailto:lewism1@usc.edu).



## STUDENT WORKER APPLICATION

### Personal Information

Name (First, MI, Last)

Date

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\_\_\_\_\_

Street Address

\_\_\_\_\_

City, State, Zip

Phone Number

\_\_\_\_\_

\_\_\_\_\_

Email

Work Study (Y/N)

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### Additional Information

Major

Class (Sophomore, Junior, Senior)

Graduation Date

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Skills

\_\_\_\_\_

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### Availability to Work

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM					
PM					

Please attach your resume to this form if you have one