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# We Are Your Strategic Partner Throughout The Process

This document is intended to facilitate the interaction between recruiters, Graduate Career Services employer relations staff, and graduate program students seeking full-time and internship opportunities. It will outline the various engagement opportunities available to recruiters seeking USC Marshall MBA and Specialized Master's talent.

Our mission is to equip USC Marshall graduate candidates with the skills, knowledge and resources that inspire confidence to achieve career success. We build long-term relationships with employers to connect them with the talent needed to meet the challenges of today's marketplace.

Graduate Career Services at USC Marshall provides extensive expertise, knowledge, and skill development to prepare students fully to succeed on the job from day one. We provide access to critical online resources and information to help guide the student through the career exploration and search process. Our employer and relationship managers take a high-touch, holistic approach to account management, partnering with companies every step of the way to build and strengthen relationships with our corporate partners.

The team and I look forward to working with you. Please contact our office to discuss ways that we can connect you with our MBA and Specialized Master's student talent seeking employment opportunities.

Sincerely,  
Mark Brostoff  
Assistant Dean and Director  
Graduate Career Services  
213-740-0156  
mbrostof@marshall.usc.edu  
Twitter: @USCMBACRC

# Employer Relationship Managers

**Team lead: Lori Babigian, Senior Associate Director**

Our Relationship Managers are your partners in recruiting and are available to build a custom plan aligned with your strategic hiring needs, ensuring all students have equal access via **on-campus, off-campus, virtual or hybrid engagement**.

Each Relationship Manager oversees assigned industry sectors.

Name	Industry Sectors	Phone #	Email
Lori Babigian	E-commerce Retail Start Ups Technology	213-740-0803	lori.babigian@marshall.usc.edu
Lori Babigian	Media/ Entertainment Hospitality Education Social Media Social Impact Sports Government Interactive Gaming	213-740-0803	lori.babigian@marshall.usc.edu
Jack Rinquist	Consulting Corporate Strategy	213-740-0160	ringquis@marshall.usc.edu
Marina Mesin Zagar	Financial Services Investment Banking Investment Management Venture Capital FinTech, Real Estate	213-740-2700	mesin@marshall.usc.edu
Reza Kibria	CPG      Manufacturing Healthcare      Automotive Energy, Aerospace/Defense Transportation/Logistics	213-740-1878	rkibria@marshall.usc.edu

The Relationship Managers are supported by two recruiting specialists:

• **Dominique Wilson**, *Recruiting Relations Administrator* [wilsondo@marshall.usc.edu](mailto:wilsondo@marshall.usc.edu)

- Dominique is responsible for the coordination and execution of all on-campus and virtual recruiting. She will review, approve, schedule and coordinate recruiting event requests and job postings through the 12Twenty career platform (MCSO).

• **Elizabeth Gutierrez**, *Special Events Program Coordinator* [Elizabeth.gutierrez@marshall.usc.edu](mailto:Elizabeth.gutierrez@marshall.usc.edu)

- Elizabeth is responsible for the coordination and execution of all Graduate Career Services hosted multi-company recruiting events.

# Our Graduate Students

USC Marshall Graduate Career Services provides career support to the following Graduate Programs. Click on the program link to learn more about the program, specific information, and curriculum details.

## MBA Programs

Full-Time MBA\*

Part-Time MBA

IBEAR MBA  
(1-Year, Mid-Career)

Executive MBA

Online MBA

## Specialized Masters Programs

Master of Science in Business Analytics\*

Master of Science in Finance\*

Master of Science in Global Supply  
Chain Management\*

Master of Science in Marketing

Master of Science in  
Social Entrepreneurship

### \*STEM Designation:

*Marshall is one of a small number of business schools with a STEM MBA Program which is designed to combine data-driven decision-making and analytics with the overall program learning objectives of developing a global and entrepreneurial mindset, building a deep understanding of business fundamentals, and leading high-performing teams. Marshall is preparing students to fulfill the increasing need to apply quantitative and scientific methods to business challenges.*



*International STEM degree graduates can apply to extend their 12 months OPT by an additional 24 months, potentially expanding their employment eligibility within the U.S.*

# Recruitment Timeline

Summer internships and full-time roles are not the only recruitment possibilities. Our students are also interested in fall and spring internships.

We have provided this table to serve as a guideline of student availability.

Program	Year	Fall 2022 Intern	Spring 2023 Intern	Summer 2023 Intern	2023 Full Time Role
Full-Time MBA	Class of 2023	Yes	Yes	No	Yes
	Class of 2024	No	Domestic Students	Yes	No
Part-Time MBA	Class of 2023	Yes	Yes	No	Yes
	Class of 2024	Yes	Yes	Yes	No
IBEAR MBA	Class of 2023	No	Domestic Students	No	Yes
MS Business Analytics, MS Finance & MS Global Supply Chain	Class of 2023	Yes	N/A	N/A	Yes
	Class of 2024	Domestic Students	Domestic Students	Yes	Jan 2024
MS Marketing & MS Social Enterprise	Class of 2023	Domestic Students	Domestic Students	No	Yes

## Fall 2022 - Multi-Company Recruiting Events

This fall, we anticipate a full return to on-campus recruiting activities. We will also be providing virtual options for recruiting for firms that wish to continue an online or hybrid approach to connecting with Marshall Graduate students. We encourage early registration to the events your firm intends to participate. There is no charge to participate.

## Event Schedule & 12Twenty (MCSO) Registration Links

February 10th, 2023 [MBA Meet-the-Firms](#)

March 24th, 2023 [Virtual MBA Fall Talent Connections](#)

March 24th, 2023 [Virtual Masters Fall Talent Connections](#)

# Scheduling Events

Fall 2022-Spring 2023 Company Recruiting Event Registration is now open. You may submit event requests by preferred date(s) via 12Twenty (MCSO). Our office will review requests as they are received and follow up with confirmation communications throughout the summer. (See [User Guide](#) for illustrated details on how to access and use our system).

We offer:

- Company presentations
- Coffee Chats
- Day on the Job Visits
- Small group activities
- Company sponsored/invite only events with clubs
- On-Campus and Virtual Interviews
- And more – let us know what you would like to arrange

## Full-Service Job Posting Support

We encourage employers to post **all** roles on our portal which has the most potential to reach our students. We recommend that you provide as detailed a job description and choose the preferred method(s) of application which mutually benefits both students and recruiters. There are two ways to get the job postings across to students:

- **The full-service option** – email the details of the job to our staff at [mbajobs@marshall.usc.edu](mailto:mbajobs@marshall.usc.edu) and we will take care of the job posting for you.
- **The self-service option** – You can use your login to 12Twenty to create the job posting. The form for submitting the job posting is on the top left of the landing page, (a link named “+Post”) and on the OCI and Job Listings tab on the navigation bar.

## Marketing Support

USC Marshall Graduate Career Services uses multiple marketing channels to promote employer job postings, company presentations, and other recruiting information that the company wants to share with students.

# Resume Books

Recruiters can view and access available resume books via 12Twenty Career Management Platform.

Industry, Function and Club specific resume books will also be available after the start of the fall semester to support your targeted recruiting needs. (See [User Guide](#) for illustrated details on how to access and use our system).

Resume books are also available as a service in support of your firm’s participation in on-campus, hybrid, virtual, multi-company events (such as career fairs and roundtables) or any of the events your firm hosts for our students.

- Resume books for “full time seekers” will be available on **September 16th**.
- Resume books for “internship seekers” will be available on **October 1st**.

## Engaging with Graduate Student Clubs

USC Marshall Graduate Career Services partners with each student club to organize career education, on-campus and virtual networking events. Job postings and company events are also announced through Graduate Career Services and club newsletters. Your Relationship Manager can assist in connecting your firm with the desired organizations as follows:

### USC Marshall Graduate Student Clubs

#### Industry - Focus Clubs

Business of Entertainment Association  
Entrepreneur & Venture Management Association  
Graduate Real Estate Association  
Healthcare Leadership Association  
High Tech Association  
Marshall Cannabis Association  
Marshall Energy & Sustainability Club  
Marshall Interactive Gaming Association  
Marshall Mobility & Automotive Club  
Marshall Net Impact  
Marshall Ecommerce & Retail Association  
Marshall Travel & Hospitality Club

#### Function - Focus Clubs

Graduate Marketing Association  
Leadership & Organization Club  
Marshall Consulting & Strategy Club  
Marshall Finance Association  
Operations Management Club

#### Diversity - Affinity Clubs

Black Graduate Business Leaders  
Graduate Women in Business  
Latino Management & Business Association  
Marshall Military Veterans Association  
Marshall Pride



# Commitment to Diversity

Marshall is a long-standing member of the *Consortium for Graduate Study in Management*, an organization that addresses the underrepresentation of African Americans, Hispanic Americans, and Native Americans in business schools and corporations; and the *Forte Foundation*, which provides fellowships to increase the participation of women in management.

**Supporting Veterans** - Despite the exceptional credentials, talents, and attributes that veterans bring to the table, they often face specific challenges as they transition into civilian business careers. For this reason, the Graduate Career Services coaches' veterans on how to translate military experience and skills into civilian terminology and how to effectively communicate their value proposition effectively.

**Lesbian, Gay, Bisexual & Transgender (LGBTQ+)** - Graduate Career Services offers resources and individualized coaching to LGBTQ+ students seeking information on gay-friendly companies, coming out at work and the job search process. We partner with Marshall Pride in supporting **Reaching Out MBA** and program activities that provide recruiters time share insights, and experiences around diversity in the workplace.

## Global Diversity – Hiring International Students

International students enrolled at USC generally hold an F-1 visa or J-1 visa. No paperwork is required for an employer who hires F-1 or J-1 students, except for the offer letter itself. All paperwork is handled by the students, the school, and the U.S. Citizenship and Immigration Services (USCIS). Also, there are no fees associated with hiring a student for Curricular, Academic, or Optional Practical Training.



# Frequently Asked Questions

## **Is it illegal to hire international students because they do not have a green card?**

No. Federal regulations permit the employment of international students on F-1 and J-1 visas within certain limits. These visas allow students to work in jobs related to their concentrations during their studies or after graduation for one to one-and-a-half years.

## **What does it mean to hire STEM international students?**

F-1 students who graduated with a USC Marshall business graduate degree with a STEM designation (FTMBA, MSF, MSBA, MSGSCM) may be eligible for an extension of their F-1 Optional Practical Training (OPT) work authorization. These graduates can work for 3 years before they will require employer sponsorship. There is no cost to the employer during the OPT period.

## **Do international students need work authorization before I can hire them?**

International students must have work authorization before they begin actual employment, but not before they are offered employment. Many F-1 students will be in the process of obtaining work authorization while they are interviewing for employment. Students can give employers a reasonable estimate of when they expect to receive work authorization.

## **Even if it's legal to hire international students, won't it cost a lot of money and involve a lot of paperwork?**

No. The only cost to the employer hiring international students is the time and effort to interview and select the best candidate for the job. The international student office handles the paperwork involved in securing the work authorization for F-1 and J-1 students. In fact, a company may save money by hiring international students because most of them are exempt from Social Security (FICA) and Medicare tax requirements.





# Graduate Career Services Code of Conduct & Policies

USC Marshall Graduate Career Services Center seeks to maintain and enhance the reputation of the Marshall School of Business and University of Southern California with our corporate partners and the community at large. The following guidelines were developed for these purposes.

1. Student will be well-prepared and appropriately dressed for every contact with an employer. This includes company information sessions, mock interviews, informational interviews, job interviews, and follow-up activities.
2. A student will give at least 2 business days' notice before cancelling or changing an interview. In the event of a "No Show" for an interview, a student must meet with a career advisor within two business days of the missed interview to discuss drafting a letter of apology to the recruiter. On-campus Recruiting privileges may be revoked at the discretion of the Assistant Dean, Graduate Career Services until appropriate follow up actions have occurred.
3. Academics come first. Students will avoid missing classes to interview, attend company information sessions, or participate in any event sponsored by Graduate Career Services and should coordinate with their professor(s) if any absences are unavoidable.
4. A student will always represent him/herself accurately to the employer with factual data about his/her academics, skills, and all other information.
5. Acceptance of an offer, whether verbal or in writing, is considered binding. It is never permissible to accept a job offer and later decline. This is considered a renege.
6. If an offer is reneged upon by the student, the Graduate Career Services reserves the right to take appropriate action.
7. Once an offer has been accepted, either verbal or written, interviewing should cease.
8. Students will promptly report all offers and status (i.e. holding/pending, rejected, or accepted) in a timely manner and update their offer status appropriately.
9. Students who are employed while taking classes (e.g. PM) will honor their employer contracts for continuing education benefits.
10. Students reaching out to alumni contacts in any manner (i.e. LinkedIn) should be thoughtful and selective on which alumni to contact and should be prepared with relevant questions for the alumni about their industry or functional expertise. Alumni should be contacted for advice and insight only. Do not ask alumni for job opportunities.



# Employment Offers and Acceptance Guidelines

While we do not restrict when employers may extend job offers, employers are encouraged to communicate decisions to candidates within a reasonable time and we suggest the following **student-decision deadlines** to allow the student to participate in on-campus recruiting and to make an informed decision that is in the best interest of both the student and the employer.



- **Fall Full-time or Internship Offers:** It is common for students to receive a full-time offer at the end of a summer internship or early September. For full-time or internship offers made in the fall, we suggest giving the student until December 1st or a minimum of three to four weeks after an offer is made to make their decision to accept or decline an offer.
- **Spring Full-time or Internship Offers:** For companies interviewing in the spring semester, we recommend giving the student until March 1st or a minimum of three to four weeks after an offer is made during the spring term.

**Offer and Hiring Information:** It is essential that USC Marshall School of Business receive offer and relevant employment data of newly hired students in a timely manner. Salary data is collected and reported in aggregate format. Your cooperation is appreciated in keeping us informed of your employment decisions. You can report all hiring data to each global sector lead or by email to [mba.crc@marshall.usc.edu](mailto:mba.crc@marshall.usc.edu).

**Exploding Offers** are strongly discouraged (e.g, any offer that does not afford a candidate the appropriate time to either accept or decline and/or has special incentives attached for the purposes of inducing early acceptances). Such offers put enormous pressure on our students to make a decision before they have completed the interviewing process.

**Students are urged** to immediately release offers they do not plan to accept. Reneging on offers is considered a serious breach of both our recruiting policies and the honor code, and such action receives immediate attention.

**NACE Guidelines:** We ask that employers abide by the Principles for Employment Professionals of the National Association of Colleges and Employers (NACE).

## Anti-Discrimination Policy

In accordance with USC policy, Marshall Graduate Career Services does not discriminate against any person based on race, color, national origin, ancestry, religion, gender, sexual orientation, age, physical disability, mental disability, marital status, veteran status, genetic information, or any other characteristic which may be specified in such laws and regulations, in admission to, access to, treatment in, or employment in its programs and activities. Therefore, Marshall Graduate Career Services will make its facilities available only to recruiting organizations whose practices are consistent with this policy.



# Employment Reports

- MBA Class of 2021 Full Time Employment Report
- Masters Programs Class of 2021 Employment Report
- Past Employment Reports

The Marshall School of Business adheres to the MBA Career Services & Employer Alliance (MBACSEA) Standards for Reporting MBA Employment Statistics. Conformance to this business school industry standard ensures accurate and comparable employment data.

## Our Career Management Platform - MCSO



We use the career management platform, [12Twenty](#), to provide employers and students with an enhanced user-experience, including improved branding of employer profiles, easier access to resume books, key word candidate search, and better navigation for OCI & job postings.

### Your 12Twenty Account

Already have a 12Twenty account? Click on this [link](#)

- You can click the "Reset Your Password" if you do not recall the password.

Are you a new user to 12Twenty? Click on [sign up for an account](#)

- Fill out the required fields and then click create account.

Upon accessing the Recruiter Dashboard, you can “**Register for OCI**”, “**Host an Event**” “**Post A Job**”, view “**Candidates**” or “**Resume Books**”.

### How to Use the Platform

[12Twenty User Guide](#) - Please refer to the [12Twenty User Guide](#) for detailed instructions on how to complete OCI, event requests or download candidate resumes, etc. We recommend downloading and saving these instructions for future reference.

### **Need Further Assistance?**

If you need assistance logging into USC Marshall MCSO (12Twenty) or completing a new OCI request, please contact **Dominique Wilson**, Recruiting Relations Administrator at [wilsondo@marshall.usc.edu](mailto:wilsondo@marshall.usc.edu) or 213-740-2331