



Strategic Initiatives Graduate Assistant Student Enrollment, Engagement & Services

Job Summary: The Graduate Assistant for Strategic Initiatives will support

The GA will also assist with other initiatives created by the Student Enrollment, Engagement & Services

Office Website: <https://www.odu.edu/sees>

Contact: sees@odu.edu

Duties & Responsibilities:

- Promote learning through integrated, developmentally appropriate educational experiences
- Cultivate intentional opportunities that actively engage students and create meaningful connection to the University
- Support efforts that promote student learning, retention, progression, and graduation

Required Skills:

- Excellent organizational skills
- Strong oral and written communication skills
- Computer competency, especially in the use of Microsoft Office Suite and the Internet, is essential.

Employment Schedule/Hours: 20 hours per week – negotiable schedule

Academic Qualifications & Preferred Majors: Regular admission in a graduate degree program at ODU with good academic standing, maintenance of a full course load of student enrollment during the term of their appointment, and a 3.0 or higher GPA is required. Dropping below the required GPA or reducing one's course load below full-time can be grounds for dismissal.

Knowledge and Skills Derived from Experience:

- Experience in analyzing data and developing power points and reports.
- Experience in developing goals, prioritizing, organizing, and working to accomplish desired outcomes.
- Experience in organizing events, managing budgets, and facilitating student learning.
- Experience working with a team of higher education and student affairs professionals.
- Event Programming: Oversight, development, and assessment of social mobility programs.
- Special Events: Support office programs including division-wide events, conference programming, and other special projects.



Compensation: A stipend of \$24,000 for a PhD student is awarded for the contract period (\$10,000 for fall semester,