



## Strategic Initiatives Graduate Assistant Student Enrollment, Engagement & Services

**Job Summary:** The Graduate Assistant for Strategic Initiatives will support the mission of the Student Enrollment, Engagement & Services by assisting with high-profile student engagement, research, grant writing, and priority projects. The GA is responsible for providing support for material development including speeches, presentations, and meeting agendas. The GA will also assist with other initiatives created by the Student Enrollment, Engagement & Services leadership team. As an integral member of the SEES staff, the GA will be responsible for assisting with event planning and management.

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

**Contact:** [sees@odu.edu](mailto: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, \$10,000 spring semester, \$4,000 summer semester). A stipend of \$18,500 for a master's student is awarded for the contract period (\$7,500 fall semester, \$7,500 spring semester, \$3,500 summer semester). SEES will pay a 100% tuition waiver for all PhD GAs and out-of-state master's students will receive a tuition waiver equivalent to in-state tuition.

**Length of Assistantship:** Begins May 10<sup>th</sup> and ends May 9<sup>th</sup> of the following calendar year. This is a 12-month appointment period.