



Academic Enrichment Graduate Assistant
Academic Affairs, Office of Academic Success Initiatives & Support (ASIS)

Number of positions: 1

Job Summary: The Graduate Assistant for Academic Enrichment will assist with the Impact Learning Communities program and assist in developing other academic enrichment opportunities.

Office Website: <https://www.odu.edu/asis/learningcommunities>

Duties & Responsibilities:

- Maintain 20 office hours a week with flexibility when needed
- Attend weekly meetings with supervisor
- Attend professional staff meetings when needed
- Assist with program creation and implementation
- Research benchmark institutions of higher education in academic enrichment practices
- Support in the creation of print and online marketing materials
- Assist with special events presented by the Office of Academic Success Initiatives and Support (e.g., staffing tables and/or giving presentations)
- Communicate regularly with, review completed paperwork for, and supervise ILC Peer Mentors and ILC Student Ambassadors
- Plan and facilitate ILC Peer Mentor meetings
- Assist supervisor with hiring (e.g., sending recruitment emails, reviewing applications, interviewing, etc.)
- Assist supervisor in leading pre-semester and ongoing trainings
- Observe ILC Peer Mentors and ILC Student Ambassadors (meetings, activities, etc.) operating in their roles
- Work collaboratively with supervisor to conduct data collection and analysis
- Support survey creation and dissemination
- Assist with the maintenance of various databases, schedules, and systems for the upkeep of the programs
- Assist with special projects related to ILCs and others as assigned

Required Skills:

- Excellent oral, written, interpersonal, and public speaking communications skills
- Knowledge of higher education culture and resources
- Experience with Excel spreadsheets
- Preferred experience in planning and facilitating training and/or workshops
- Experience in management, supervision, or leadership
- Demonstrates problem solving skills with emphasis on communication
- Demonstrates positive attitude, self-motivation, and the ability to be flexible in a fast-paced environment
- Experience with assisting in program development

Employment Schedule/Hours: 5 hours, 4 days a week – some evening and/or weekend hours may be required for special events.



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.

For More Information, Please Contact: LaShay McQueen, Academic Enrichment Coordinator, lwyatt@odu.edu

Position Reports to: LaShay McQueen, Academic Enrichment Coordinator

Knowledge and Skills Derived from Experience: The ASIS Academic Enrichment Graduate Assistant will learn program administration, assessment, and advising skills through this experience. In addition, the graduate assistant will gain student development and supervision skills through work with undergraduate peer mentors.

Compensation: The ASIS Academic Enrichment Graduate Assistant position is paid an \$11,000 stipend for the academic year. The assistantship begins on August 10, 2021 and ends on May 10, 2022. This assistantship requires a one academic year commitment.

Length of Assistantship: Over a 10-month period

How to Apply: Students may apply for the ASIS Academic Enrichment Graduate Assistant position by submitting the following materials to LaShay McQueen, Academic Enrichment Coordinator, at lwyatt@odu.edu.

- Cover letter
- Resume/CV
- List of references (two professional, one personal)
- Unofficial college transcript

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