



Graduate Assistant
Student Engagement & Enrollment Services
Career Development Services (CDS)

Job Summary: The Graduate Assistant helps provide career guidance to students and alumni both live with drop-ins and appointments as well as through electronic communication. Must be comfortable with technology and learning new technology systems (training is provided).

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

Contact: [cgs@odu.edu](mailto:cds@odu.edu)

Duties & Responsibilities:

- Assist drop-in and appointment clients with job search activities including career exploration, resume and cover letter creation, interview tips and strategies, appropriate use of social media, and overall career etiquette
- Assist in monitoring, answer, and delegate questions from the careercoach@odu.edu mailbox
- Assist in the coordination and delivery of CDS events for students and alumni (in-person & virtually)
- Assist in presentation of CDS workshops to classes and ODU student organizations
- Set up and troubleshoot technology for live and virtual events
- Serve as a representative of CDS with other staff members
- Help CDS staff with any special projects, fairs, and programs as needed, including Career Fairs, Preview workshops, and CDS presentations
- Assist with Marketing, Program Evaluation & Assessment of programs

Required Skills:

- Excellent verbal and written communication skills
- Strong organizational and presentation skills
- Demonstrated coaching and development skills
- Ability to work independently and lead small groups
- Competent in Microsoft Office including Word, Excel, and PowerPoint

Employment Schedule/Hours: 20 hours per week through the Fall and/or Spring semester with some evening hours as needed (flexible around class schedule). Current Career Development Services hours are Monday – Friday 8am-5pm and drop-in hours are Tuesday-Thursday 10am-3pm. Must also be willing to attend additional trainings and assist with special events (Job Fairs, Panels, etc.)

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. Higher Education, Counseling, Educational Leadership and Administration, Lifespan & Digital Communication. Must be enrolled in a graduate program and maintain good academic standing.



Knowledge and Skills Derived from Experience:

- Verbal and written communication skills
- Organizational and presentation skills
- Coaching and career development skills
- Technology skills
- Knowledge of business and hiring practices
- Time management skills

Compensation: \$10,000 (\$5,000 per Fall & Spring semester). Out-of-state students will receive a tuition waiver equivalent to in-state tuition.

Length of Assistantship: Over a 10-month period.