



**OLD DOMINION
UNIVERSITY**

**Graduate Assistantship
Student Engagement & Enrollment Services
Center for Major Exploration & Mane Connect Success Coaching**

Number of positions: 1

Job Summary: The Graduate Assistant for the Center for Major Exploration & Mane Connect Success Coaching will provide academic advising, success coaching, and academic support to first- and second-year students. The Graduate Assistant will also help the Assistant Director with student retention initiatives, as needed.

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

Duties & Responsibilities:

- Conduct advising meetings related to career and major exploration, academic standing, and course selection
- Conduct success coaching meetings focused on connecting students to resources and assisting them with making and reaching their academic goals
- Assist a full-time staff member with teaching University Orientation (UNIV 100)
- Monitor their student's academic performance related to early alert grades and academic status
- Keep case notes in the CRM on all their student appointments by entering them in a timely manner
- Meet with their site supervisor as directed and will receive training and supervision related to their advising and coaching
- Be expected to attend staff meetings and training sessions as their schedule permits

Required Skills:

- Excellent interpersonal and social skills
- Possess excellent oral and written communication skills
- Well organized and capable of managing time effectively
- An interest in advising and/or success coaching
- A positive and flexible disposition

Employment Schedule/Hours: Fall 2022 and Spring 2023 Hours: A total of 20 hours per week on an established schedule that fits the student's course demands.

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. Suitable majors: Higher Education and Counseling.

For More Information, Please Contact: Kim Marx, Assistant Director of CME/MC koakes@odu.edu

Position Reports to: Kim Marx, Assistant Director CME/MC

Knowledge and Skills Derived from Experience:



- Graduate Assistant will obtain advising and success coaching experience by working directly with students on major exploration and structured academic coaching
- Graduate Assistant will enhance communication and analytical skills
- Graduate Assistant will become more familiar with the range of Old Dominion University's undergraduate programs, student success resources, and CRM software package
- Graduate Assistant will become familiar with university policies and procedures, particularly related to academic and career advising

Compensation: \$5,000 per semester/\$10,000 per year

Length of Assistantship: Over a 10-month period

How to Apply: Interested candidates should submit a resume and cover letter to Kim Marx, Assistant Director of CME/MC via email at koakes@odu.edu



**The Center for Major Exploration &
Mane Connect**