



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

**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>

**Contact:** [maneconnect@odu.edu](mailto:maneconnect@odu.edu)

**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:** 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.



**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:** \$7,500 per semester/\$15,000 per year. Out-of-state students will receive a tuition waiver equivalent to in-state tuition.

**Length of Assistantship:** Over a 10-month period



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