



**Graduate Assistant**  
**Student Engagement & Enrollment Services**  
**Dean of Students Office - Retention/Persistence**

**Job Summary:** The Graduate Assistant for Retention/Persistence will assist with the implementation of division wide strategies for first year and second-year success.

**Office Website:** <https://www.odu.edu/life/dean-students>

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

**Duties & Responsibilities:**

- Have a primary focus on second-year success to research, develop, and execute best practices to supporting students as they transition to their second year.
- Work collaboratively with the division to assist with the creation of individual departmental retention/persistence plans.
- Help coordinate enrollment focused initiatives to assist students with navigating financial, academic, institutional barriers so they may persist and graduate.
- Serve as a member of the Dean of Students Staff and will be responsible for assisting other duties such as office programming and social media management.

**Required Skills:**

- Regular or provisional admission in a graduate degree program (higher education program preferred) at ODU with good academic standing.
- Maintain a full course of study during the term of their appointment.
- Strong oral and written skills, computer competency, especially Microsoft Word, Excel, Access, Publisher, and the Internet.
- Excellent organizational skills are a must.
- Understanding of student services, data analysis, and project management skills (Preferred).

**Employment Schedule/Hours:** The GA position requires 20 hours per week, including some evenings and weekend programs.

**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. Admission into a Higher Education program preferred.



**Knowledge and Skills Derived from Experience:**

- GA will gain first-hand experience with developing first/second year success initiatives.
- GA will gain key collaboration strategies working with multiple University partners to achieve institutional retention/persistence goals.
- GA will develop an in-depth understanding of campus resources and how to help students navigate barriers to success.
- GA will obtain experience working with a team of student affairs professionals.
- GA will enhance his/her communication and skills.

**Compensation:** \$15,000 will be paid over fall and spring semesters. Out-of-state students will receive a tuition waiver equivalent to in-state tuition.

**Length of Assistantship:** 9 months