



**Black and LatinX Initiatives Graduate Assistant  
Student Engagement & Enrollment Services  
Office of Intercultural Relations**

**Job Summary:** The Black and LatinX Initiatives Graduate Assistant supports the Office of Intercultural Relations' goals to promote the sense of belonging, engagement, and success of the Black and Latinx student populations. Additionally, the Graduate Assistant assists with the implementation of cultural and educational programs that enhance the knowledge and awareness of Black and Latinx cultures within the Monarch community.

**Office Website:** [www.odu.edu/oir](http://www.odu.edu/oir)

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

**Duties & Responsibilities:**

- Assists with the administrative function and coordination of programs and services that support the psychosocial and cultural development of Black and Latinx student populations.
- Coordinate programs to welcome, orient and enhance engagement and success of Black students (e.g., Sankofa, MLK day, Black History Month, BLAC (Black Leadership Affinity Council), Latinx students (e.g., Adelante, Hispanic Heritage Month, Café con leche, Latinx symposium), and other designated department initiatives).
- Assists with organization and management of campus wide programs that enhance cultural awareness and unity within diverse student communities.
- Serve as a liaison between the Office of Intercultural Relations, student organizations, students, faculty, administrators, and community entities to promote a university community that values diversity, inclusion, and equity.
- Assist with program evaluation, research trends, best practices for Black and Latinx programs and initiatives.
- Additional duties as assigned.

**Required Skills:**

- Knowledge of Black culture and the Black collegiate experience.
- Knowledge of Latinx culture and the Latinx collegiate experience.
- Experience in the planning, development, and implementation of programs and events for a broad cross-section audience.
- Demonstrated leadership ability and the experience in working with Black and Latinx student communities, student organizations, and university departments.
- Ability to organize and host campus events that may occur during the weekend and evening hours.
- Demonstrate excellent public speaking skills and strong writing abilities.
- Possesses abilities to multi-task, have strong organization skills, meet deadlines, and engage student leaders.
- Proficiency in computer programs such as MS word, Excel, PowerPoint, Google docs, and social media platforms.

**Employment Schedule/Hours:** 20 Hour/week

**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.

**Knowledge and Skills Derived from Experience:**

- GA will obtain experience in various aspects of program development, evaluation, and marketing of cultural programs, events, and activities.
- GA will develop cultural competency skills from a global perspective.
- GA will obtain experience in supporting and working with globally diverse student populations.
- GA will enhance supervision, communication and analytical skills and detailed projection and analysis of project timelines.

**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 (Fall and Spring Semesters)

