



Diversity Education & Engagement Graduate Assistant (Doctoral or Master Level)
Student Engagement & Enrollment Services
Office of Intercultural Relations

Job Summary: The Diversity Education & Engagement Graduate Assistant supports the Office of Intercultural Relations (OIR) diversity education initiatives including training, workshop, and activities that aim to enhance knowledge, awareness, and skills needed for students to navigate, engage, and lead from a culturally inclusive paradigm. Additionally, this position assists with program logistics and coordinates marketing campaigns, communication, and outreach activities for OIR.

Office Website: www.odu.edu/oir

Contact: oir@odu.edu

Duties & Responsibilities:

- Assist, coordinate, and manage logistics of a comprehensive diversity education and initiatives
- Develop outreach and engagement strategies targeting the ODU globally diverse student populations
- Assist with program evaluation, research trends, best practices for diversity education and student engagement initiatives
- Serve as a liaison between the Office of Intercultural Relations, student organizations, students, faculty, administrators, and community entities, duties to ensure promotion of a university community that values diversity, inclusion, and equity
- Represent the department at resource and information fairs
- Ability to organize and host campus events that may occur during the weekend and evening hours
- Additional duties as assigned

Required Skills:

- Demonstrated leadership ability and experience in working with college students, student organizations, and university departments. Demonstrated level of cultural competency (humility) and knowledge of diverse cultural groups
- Experience in the planning, development, and implementation of programs and events for a broad cross-section audience
- Demonstrated experience and ability to conduct marketing and outreach campaign
- 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: A stipend of \$24,000 for a PhD student is awarded for the contract period (\$10,000 for fall semester, \$10,000 spring semester, \$4,000 summer semester). A stipend of \$18,500 for a master's student is awarded for the contract period (\$7,500 fall semester, \$7,500 spring semester, \$3,500 summer semester). SEES will pay a 100% tuition waiver for all PhD GAs and out-of-state master's students will receive a tuition waiver equivalent to in-state tuition.

Length of Assistantship: 12 months (Fall, Spring, and Summer)

