



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

**Job Summary:** The Intercultural Initiatives Graduate Assistant supports the Office of Intercultural Relations' goals to promote the sense of belonging, engagement, and success of the Asian American and Pacific Islander (AAPI), Native American, interfaith, and multi-ethnic student populations, and enhance learning and engagement opportunities. Additionally, the Graduate Assistant assists with the implementation of cultural and educational programs that enhance cultural learning and engagement opportunities for members of 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 diverse student populations with specific focus on Asian American/Pacific Islander, Native American, interfaith, and multiethnic student populations.
- Assists with organization and management of programs that enhance cultural awareness such as events during Native American Heritage Month, and Asian Seasons; interfaith dialogues; and cultural and receptions.
- Serve as a liaison between the Office of Intercultural Relations, student organizations, students, faculty, administrators, and community entities, duties to promote a university community that values diversity, inclusion, and equity.
- Assist with program evaluation, research trends, best practices for intercultural programs and initiatives.
- Additional duties as assigned.

**Required Skills:**

- Knowledge and experience working with Asian American and Pacific Islander (AAPI), Native American student, interfaith, and multi-ethnic student populations.
- Experience in the planning, development, and implementation of programs and events for a broad cross-section audience.
- Demonstrated leadership ability and experience in working with college students, 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:** \$7,500/Semester. Out-of-state students will receive a tuition waiver equivalent to in-state tuition.

**Length of Assistantship:** 9 months (Fall and Spring Semesters)

