



**International Initiatives Graduate Assistant (Doctoral or Master Level)**  
**Student Engagement & Enrollment Services**  
**Office of Intercultural Relations**

**Job Summary:** The International Initiatives Graduate Assistant supports the Office of Intercultural Relations' goals to create an inclusive community for the international student community. Additionally, the Graduate Assistant assists with implementing cultural and educational programs to enhance global learning, and engagement opportunities, and foster campus interculturalization 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:**

- Assist with the administrative function and coordination of programs and services that support the psychosocial and cultural development of international student populations.
- Coordinate programs to welcome, orient, and enhance engagement and success of international students (e.g., Monarch International Newcomer Transition (MINT), Discover America, International Student Advisory Board (ISAB), and other designated department initiatives).
- Assist with organizing and managing programs that enhance learning and engagement between domestic and international students and communities (e.g., International Education Week, Global Monarch Club, and other designated department initiatives).
- Collaborate with the OIR team to support the implementation of campus-wide events, cross-cultural programs, and global engagement opportunities to foster campus interculturalization and intercultural learning experience. This may involve assisting with initiatives such as the Intercultural Learning Lab, Unity Block Party, Cultural Exploration, and other related events.
- Assist with program evaluation efforts, researching trends, and identifying best practices for intercultural programs and initiatives.
- 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.
- Other duties as assigned.

**Required Skills:**

- Demonstrated commitment to promoting international student engagement and campus-based global learning initiatives.
- Knowledge of international/global/intercultural education and international students in the U.S.
- Experience in the planning, development, and implementation of programs and events for a broad cross-section audience.
- Demonstrated leadership ability and experience working with the international student community, 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.



- Demonstrated 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:** The GA position requires 20 hours per 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:**

- Experience in various aspects of program development, evaluation, and marketing of cultural programs, events, and activities.
- Cultural competency skills from a global perspective.
- Experience in supporting and working with globally diverse student populations.
- 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)

