



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

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

Office Website: www.odu.edu/oir

Contact: oir@odu.edu

Duties & Responsibilities:

- Support the administrative function and coordination of programs and services that support the psychosocial and cultural development of the Latine student population. This involves assisting with program planning, logistics, and coordination of resources.
- Coordinate programs to welcome, orient and enhance engagement and success of the Latine student population (e.g., Adelante, Hispanic Heritage Month, Café con leche, Latine symposium), 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.
- 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 efforts, researching trends, and identifying best practices for intercultural programs and initiatives.
- Additional duties as assigned.

Required Skills:

- Knowledge of Latine culture and the Latine collegiate experience.
- 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 the Latine 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.
- 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.



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.

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.

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)

