



Leadership Graduate Assistant

Student Engagement & Enrollment Services, Office of Leadership & Learning

Number of positions: 1

Job Summary: The Graduate Assistant for Leadership will provide leadership development programs for all ODU students. The GA reports directly to and works closely with the Associate Director of Leadership & Learning in maintaining a community that provides a positive developmental experience for students and assist in the development of leadership programs for student leaders.

Office Website: <https://www.odu.edu/leadership-learning/leadership>

Duties & Responsibilities:

- Assist with implementation of leadership development programs, including marketing, logistics, and delivery of leadership programs
- Provide continuous outreach and support for students in leadership programs including first-year leadership program & comprehensive leadership program
- Provide student success resources to special populations including First Generation, STEM, and underserved students who participate in leadership programs
- Maintain leadership programs and resources
- Support retreat planning and other leadership training for students
- Assist with Awards process and recognition ceremony
- Coaching student leaders and providing academic support, while monitoring results towards RPG
- Assist with Assessment by tracking participation and success of leadership programs
- Responsibilities also include participation in professional development opportunities, maintaining regular office hours, serving as a contributing member of the Leadership & Learning staff, and performing other administrative duties as assigned
- Providing excellent customer service to students and helping them remain engaged and become strong leaders on campus.

Required Skills:

- Regular or provisional admission in a graduate degree program (higher education or counseling program preferred) at ODU with good academic standing
- Maintain a full course of study during the term of their appointment
- Experience with and knowledge of student leadership
- Strong oral and written skills, computer competency
- Experience with event logistics is preferred, but not required

Employment Schedule/Hours: The GA position requires 20 hours per week, including some evenings and weekend programs.

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. Preferred majors: Higher Education Leadership or Counseling.

For More Information, Please Contact: Dionicia Mahler-Rogers; dmahlerr@odu.edu

Position Reports to: Dionicia Mahler-Rogers, Associate Director for the Office of Leadership & Learning

Knowledge and Skills Derived from Experience:

- Knowledge of leadership theory that guides our leadership development program
- A deeper understanding of the application of leadership theory across majors to create change
- Event planning and logistics
- Experience working with college students and skill in coaching students towards goals and professional success
- Understanding of leadership development and behavior practices that scaffold further growth

Compensation: \$11,111.12 stipend and additional professional development funds

Length of Assistantship: July 10 to May 9 (10 months), an opportunity for extended summer option (June- July).

How to Apply: Send resume and letter of interest to dmahlerr@odu.edu.

