



**Graduate Assistant  
Student Engagement & Enrollment Services  
Military Connection Center**

**Job Summary:** The Graduate Assistant for the Military Connection Center will assist with research in identifying best practices in designing, developing, implementing, and assessing the effectiveness of efforts to promote and foster military-connected student success.

**Office Website:** <https://www.odu.edu/military/students/connection>

**Contact:** [military@odu.edu](mailto:military@odu.edu)

**Duties & Responsibilities:**

- Serve as a point of contact for prospective and continuing students seeking information or assistance with military-related issues at ODU.
- Refer students to the appropriate office or person both on and off-campus or contact the office or person on the student's behalf.
- Serve as Peer Advisors for Veteran Education Program (PAVE) team leader and coordinate PAVE events, recruit advisors, lead meetings, and submit bi-monthly reports.
- Coordinate SALUTE Veterans National Honor Society program and organize induction ceremony and manage application process.
- Assist the MCC in developing relevant content for the website and assist with marketing efforts.
- Collaborate with stakeholders across campus to disseminate relevant information.
- Attend open houses and preview events and assist military-affiliated students with GI Bill benefits questions.

**Required Skills:**

- Full-time graduate student in good standing at Old Dominion University
- Excellent English written and verbal communication skills
- Extensive experience with Microsoft Office Suite, Canvas, and editing software
- Previous customer service experience
- Ability to learn new computer software to complete project tasks
- Prior military experience or military-affiliation

**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. Admission in Higher Education or Social Sciences program preferred.



**Knowledge and Skills Derived from Experience:**

- Experience in analyzing data and developing power points and reports
- Experience in developing goals, prioritizing, organizing, and working to accomplish desired outcomes

**Compensation:** \$7,500 for the fall and spring semesters and \$3,500 in the summer semester. Out-of-state students will receive a tuition waiver equivalent to in-state tuition.

**Length of Assistantship:** Ideal candidate can work an academic year (9 months)

