



Information Technology Graduate Assistant Student Engagement & Enrollment Services

Number of positions: 1

Job Summary: The Graduate Assistant for Information Technology will act as the technical support person for the SEES division. Detailed tasks of the GA will depend on the level of expertise of the person in the position but will include the general responsibilities listed below.

Office Website: <https://www.odu.edu/its>

Duties & Responsibilities:

- Maintaining a detailed equipment inventory
- Software installation, trouble shooting, and training
- Hardware installation and trouble shooting

Required Skills:

- Extensive experience in working with PC software and hardware
- Excellent interpersonal and communication skills
- Excellent trouble shooting skills

Employment Schedule/Hours: 20 hours per week on an established schedules that fits with the student's course demands.

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 are Information Systems and Technology, Computer Science & Computer Engineering.

Knowledge and Skills Derived from Experience:

- Experience interacting with SEES staff to evaluate and resolve software and hardware problems
- First-hand experience working with a team of higher education administration professionals
- Experience in training/educating staff on a variety of software applications
- Develop trouble shooting skills

For More Information, Please Contact:

Rachel Taclobos, Technical Support Professional, 2008 Webb Center, rtaclobo@odu.edu

Position Reports to: Rachel Taclobos

Compensation: A stipend of \$13,500 (masters) will be paid over fall, spring, and summer semesters (annual). There is a tuition and fees waiver for eligible out-of-state students equivalent to in-state tuition.



Length of Assistantship: 12 months – fall, spring and summer semesters

How to Apply: A resume and letter of intent should be submitted or emailed to:

Rachel Taclobos (rtaclobo@odu.edu)

Technical Support Professional

Student Engagement & Enrollment Services

2008 Webb Center

Old Dominion University

Norfolk, VA 23529

