OLD DOMINION UNIVERSITY

Graduate Assistant for Programming
Student Engagement & Enrollment Services
Student Engagement & Traditions

Job Summary: The Graduate Assistant for Programming will assist with the supervision and development of large- and small-scale programming initiatives. This will include co-advisement of a programming board, management and facilitation of department and division-wide programming events and initiatives.

Office Website: https://www.odu.edu/set

Contact: set@odu.edu

Duties & Responsibilities:
- With support from the Coordinator, provide advising and support to a programming board in all phases of programming and production including goal setting, contracting artists, compliance with contractual obligations, committee development, risk management, publicity, budgeting, and event management.
- Advise student organization leader positions.
- Provide leadership development for student leaders.
- Meet with and provide programming guidance to student organizations and offices planning events on an as-needed basis. Instruct them on policies and processes to plan successful campus events.
- Work with student organizations and offices in the development of program applications and help to recruit new groups to apply for funding. Further, work with the coordinator on the development & distribution of marketing materials once the calendar has been set.
- Assist with the planning and implementation for all campus-wide events coordinated by SET including, but not limited to, The Monarch Experience events, PAW events, Homecoming, Traditions Week, summer programming, and programming for special populations.
- Attend the NACA Regional and NACA National Conferences with the Coordinator and a student delegation, as well as help coordinate the logistics of ODU's conference participation as applicable.

Required Skills:
- Regular or provisional admission in a graduate degree program (higher education program preferred) at ODU with good academic standing.
- Maintain a full course of study during the term of their appointment.
- Strong oral and written skills.
- Computer competency.
- Excellent organizational skills.
- Able to supervise weekend and evening campus events.

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. Preference given to those enrolled in the Higher Education Administration program.

Knowledge and Skills Derived from Experience:
- Event planning and management
- Risk Management
- Student advisement
- Program delivery and assessment

Compensation: Stipend of $15,000 ($7,500 per semester). Out-of-state students will receive a tuition waiver equivalent to in-state tuition.

Length of Assistantship: July 10 to May 9 (10 months)