



**Center for Social Mobility Graduate Assistant
Student Engagement & Enrollment Services
Special Projects**

Job Summary: The Graduate Assistant for Special Projects and the Center for Social Mobility supports the programmatic functions of the Center. This GA will further the mission of the Student Engagement & Enrollment Services through oversight of special projects, research, and strategic programming. The GA is responsible for providing social mobility programmatic support including web development, analysis, and research. The GA will also assist with other initiatives created by the Student Engagement and Enrollment Services leadership team. As an integral member of the SEES staff, the GA will be responsible for assisting with event planning and management.

Office Website: <https://www.odu.edu/sees/social-mobility>

Contact: sees@odu.edu

Duties & Responsibilities:

- Promote learning through integrated, developmentally appropriate educational experiences
- Cultivate intentional opportunities that actively engage students and create meaningful connection to the University
- Support efforts that promote student learning, retention, progression, and graduation

Required Skills:

- Excellent organizational skills
- Strong oral and written communication skills
- Computer competency, especially in the use of Microsoft Office Suite and the Internet, is essential.

Employment Schedule/Hours: 20 hours per week – negotiable schedule

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.

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.
- Experience in organizing events, managing budgets, and facilitating student learning.
- Experience working with a team of higher education and student affairs professionals.
- Event Programming: Oversight, development, and assessment of social mobility programs.
- Special Events: Support office programs including division-wide events, conference programming, and other special projects.



Compensation: A stipend of \$24,000 for a PhD student is awarded for the contract period (\$10,000 for fall semester, \$10,000 spring semester, \$4,000 summer semester). A stipend of \$18,500 for a master's student is awarded for the contract period (\$7,500 fall semester, \$7,500 spring semester, \$3,500 summer semester). SEES will pay a 100% tuition waiver for all PhD GAs and out-of-state master's students will receive a tuition waiver equivalent to in-state tuition

Length of Assistantship: Begins May 10th and ends May 9th of the following calendar year. This is a 12-month appointment period.



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