



**Graduate Assistant
Student Enrollment, Engagement & Services
Office of Undergraduate Admissions/Visit Experience**

Job Summary: The Graduate Assistant for the Office of Undergraduate Admissions assists the Visit Team in managing daily functions as it relates to prospective student tours, large scale admissions events, boutique recruitment efforts, and Campus Ambassador training.

Office Website: www.odu.edu/visit

Contact: admissions@odu.edu

Duties & Responsibilities:

- Support the Assistant Director of Admissions with execution and facilitation of all large-scale admissions events.
- Coordinate tour experiences for school and community groups, as well as individual prospective students.
- Collaborate with campus partners such as Dining and Housing & Residence Life to ensure success of unique tour experiences.
- Support facilitation of high-level customer service to guests of the Welcome Center daily
- Coordinate and oversee projects related to office inventory and mailing.
- Assist in the supervision of the Campus Ambassador program.
- Facilitate presentations on campus life, application process, financial aid opportunities, and academic resources to prospective students and families as needed.

Required Skills/Abilities:

- Strong oral and written communication skills
- Computer competency, especially Microsoft Suite
- Excellent Organizational Skills
- Strong Customer Service Mindset or Background
- Previous experience in Admissions, Orientation, Student Activities, or other related functional area (preferred)
- Experience with social media (preferred)

Employment Schedule/Hours: 20 hours/week with occasional nights and weekends

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: Psychology, Human Services, Communications, Marketing, Advertising, etc.

Knowledge and Skills Derived from Experience:

- Student Development Theory
- Large- and Small-Scale Event Planning
- Front Facing Customer Service Skills
- Recruitment Strategies for Prospective Students
- Social Media Engagement and Literacy



Compensation: Graduate Assistantship Stipend

Length of Assistantship: 12 months



ODU Campus Ambassador Mission Statement:

The ODU Campus Ambassadors promise to serve our university by opening the doors to our inclusive campus community by sharing our stories and offering premier service, authenticity, and passion in every interaction.