



**Coaching Graduate Assistantship
Student Enrollment, Engagement and Services
Center for Career & Leadership Development**

Job Summary: The Graduate Assistant will advise and counsel students on the relationship between majors and careers assist in the decision-making process, and be responsible for the following:

- Assist in-person and virtual drop-in clients with job search strategies including career exploration, resume and cover letter creation/editing, interview tips and strategies, appropriate social media, and overall career etiquette
- Monitor, answer, and delegate questions from the careercoach@odu.edu mailbox
- Review documents from the careercoach@odu.edu mailbox daily
- Assist students with the use of Handshake and troubleshoot issues
- Provide students with the information and assistance in developing the tools necessary to prepare for the internship/co-op search process, and generate and maintain internship/co-op opportunities and relationships for students.
- Facilitate workshops on various topics related to career development and preparation, resumes, interview techniques, etc., on behalf of CCLD.
- Assist with special projects as needed.

This work will be done from on campus in the main Career Development Services office in Webb 2202, and remote/virtually (University permitting).

Office Website: <https://www.odu.edu/career-leadership>

Contact: cld@odu.edu

Duties & Responsibilities:

May include, but are not limited to:

- Update Handshake and Excel on an as-needed basis to compile student information and provide reports to the supervisor
- Update and facilitate presentations on all career-related topics to various student organizations, and classes, and conduct workshops as needed for CCLD; Note: some weekend and evening work will be required
- Meet with students face-to-face and remotely/virtually (via Zoom) to provide career-related coaching advice, share Career Development Services resources, guide in the job and internship search, conduct mock interviews, and other needs as requested
- Meet regularly with other Graduate Assistants in CCLD and work as a member of the CCLD GA team
- Create, format, and develop a weekly newsletter for academic college to market career-related events, jobs, and internships for students
- Gather data to measure the results of all programs/workshops/presentations
- Utilize excellent English writing skills and computer proficiency
- Advice and counsel students on career-related issues



- Make appropriate referrals to campus resources
- Assist students with internship and job search
- Identify internship opportunities and provide links between students and potential employers
- Facilitate workshops on various topics related to career development and preparation, resumes, interview techniques, etc., on behalf of CCLD.
- Assist with special projects as needed.

Required Skills:

- Must be enrolled in a graduate program and maintain good academic standing of 3.0 GPA or higher.
- Preferred Majors: Counseling, Educational Leadership, or Higher Education
- Must be registered as a full-time student and complete a minimum of 9 hours of coursework per Fall and Spring semesters. To be able to work during the summer semester must be enrolled in 6 hours of coursework

Candidate Profile:

- Excellent written and oral communication skills; including the ability to conduct oral presentations and facilitate workshops and programs
- Experience and strong interest in Human Resources, Coaching, or Counseling preferred
- Demonstrated coaching and counseling skills
- Able and eager to work with a diverse population
- Experience in creating PowerPoint presentations
- Strong computer skills to include all MS Office products; Excel and PowerPoint are required
- Strong interpersonal and customer service skills
- Strong organizational and time management skills
- Able to handle multiple tasks simultaneously and be adaptable
- Able to work independently and within small groups
- Must be able to articulate well, both verbally and written, and able to use electronic methods to communicate with customers

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. Preferred majors:

Compensation: A \$15,000 stipend will be paid over fall (\$7,500), and spring (\$7,500). If extended, \$3,500 will be paid over the summer semester. Out-of-state students will receive a tuition waiver equivalent to in-state tuition.

Length of Assistantship: August 10 to May 9 (10 months).