



**Graduate Assistant Experiential Learning  
Center for Career and Leadership Development  
Student Enrollment, Engagement & Services**

**Job Summary:** The Graduate Assistant for Experiential Learning, Center for Career and Leadership Development

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

**Contact:** [ccld@odu.edu](mailto:ccld@odu.edu)

Kristin Stephens, Assistant Director for Experiential Learning, [kdstephe@odu.edu](mailto:kdstephe@odu.edu), 757-683-4388

**Duties & Responsibilities:**

- Assist drop-in and appointment clients with job search activities including career exploration, resume and cover letter creation, interview tips and strategies, appropriate use of social media, and overall career etiquette
- Assist in monitoring, answer, and delegate questions from the [careercoach@odu.edu](mailto:careercoach@odu.edu) and [experientiallearning@odu.edu](mailto:experientiallearning@odu.edu) mailboxes.
- Assist in the coordination and delivery of CCLD events for students and alumni (in-person & virtually), including the Part-Time Job and Experience Fair and Career Treks.
- Assist in presentation of CCLD workshops to classes and ODU student organizations
- Set up and troubleshoot technology for live and virtual events
- Serve as a representative of CCLD with other staff members
- Help CCLD staff with any special projects, fairs, and programs as needed, including Career Fairs, preview workshops, and CCLD presentations
- Assist in coordination of GNC Mentorship Program and serve as primary student participant contact
- Assist with Marketing, Program Evaluation & Assessment of programs

**Required Skills:**

- Excellent verbal and written communication skills
- Strong organizational and presentation skills
- Demonstrated coaching and development skills
- Ability to work independently and lead small groups
- Competent in Microsoft Office including Word, Excel, and PowerPoint

**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:

**Knowledge and Skills Derived from Experience:**

- Verbal and written communication skills
- Organizational and presentation skills
- Coaching and career development skills
- Technology skills
- Knowledge of business and hiring practices
- Time management skills
- Event-planning skills
- Presentation skills

**Compensation:** \$15,000 stipend will be paid over fall (\$7,500), 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).

