



Graduate Assistantship for Living-Learning Communities
Center for Career and Leadership Development
Student Enrollment, Engagement and Services

Number of positions: 1

Job Summary: The Graduate Assistant for Living-Learning Communities will support the Office of Leadership & Learning in recruiting, training, supervising, and providing feedback to Peer Mentors for the Living-Learning Community (LLC)/Theme Community (TC) program as well as creating and supporting signature experiences created for students living in these communities.

Office Website: <https://www.odu.edu/career-leadership/living-learning-theme-communities>

Duties & Responsibilities:

- Recruit, supervise, train, and evaluate student academic LLC/TC Peer Mentors – hired to support students in LLCs/TCs in their academic endeavors
- Develop and create materials needed to effectively run and collect needed information from Peer Mentors
- Assist in event coordination with LLC/TC signature programs such as the LLC/TC Kick Off Dinner, LLC/TC Welcome Week Events, MLK Day of Service, and LLC/TC End of the Year Celebration
- Assist in the implementation of co-curricular programs for each LLC/TC that complement academic experiences
- Work with assessment projects related to LLCs/TCs such as tracking participation at events and writing needed reports
- Aid in the promotion of LLCs/TCs to current and prospective students, parents and families, and other campus partners
- Represent the LLC/TC program at campus admission events, conferences, and other related events
- Help with the daily operation of the office, including answering phones, assisting students, helping walk-in traffic, and administrative tasks
- Participate in professional developmental opportunities, maintain office hours, serve as a contributing member of Leadership & Learning staff, perform other duties as assigned.
- Support Division and departmental initiatives related to retention, persistence, and student success

Required Skills:

- Regular or provisional admission in a graduate degree program at ODU with good academic standing
- Maintain a full course of study during term of appointment
- Past student leadership or supervision experience
- Experience with programming and executing/planning events
- Ability to work well under pressure
- Strong oral and written skills include public speaking
- Computer competency – Microsoft and Google Suite Knowledge



Employment Schedule/Hours: The GA position requires 20 hours per week, including some evening and weekend events and 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: Higher Education Leadership or Counseling.

For More Information, Please Contact: Kayla Brown at k15brown@odu.edu

Position Reports to: Kayla Brown, Assistant Director for Living-Learning Communities for the Center for Career and Leadership Development

Knowledge and Skills Derived from Experience:

- Experience with undergraduate student advising and supervision
- Event planning and logistics
- Collaborative skills to work with partners across campus
- Knowledge of best practices related to LLCs/TCs

Compensation: \$15,000 stipend for the academic year (Fall and Spring Semester)

Length of Assistantship: August 10 to May 9 (9 months), an opportunity for extended summer option (June-July).

How to Apply: Send resume and letter of interest to k15brown@odu.edu

