



**Strategic Initiatives Graduate Assistant
Center for Career & Leadership Development
Student Enrollment, Engagement & Services**

Number of positions (#): 1

Job Summary: The Graduate Assistant helps provide support with various projects and initiatives aimed at creating a culture of career. This person will assist in the launch and management of the Career Champions program and Quinncia AI Resume and Mock Interview technology. Must be comfortable with technology and learning new technology systems. (Training is provided)

Office Website: <https://www.odu.edu/cds>

Contact: CCLD@odu.edu

Duties & Responsibilities:

- Assist in the coordination and delivery of Student Employment programs, Student Employment Supervisor training, and Career Champions programs/events (Workshops, Student Employment Appreciation Week)
- Assist in creating onboarding and career development training for all new student and full-time employees
- Assist with the roll out of Quinncia AI Resume and Mock Interview technology with campus partners
- Assist with student appointments for onboarding and LEAP student resume reviews
- Review applications and add new faculty and staff members to Career Champions Canvas Course
- Maintain the Career Champions Canvas Course and regularly check the Career Champions shared email inbox
- Assist with Marketing, Program Evaluation & Assessment of Career Champions and Student Employment programs
- Assist with center-wide data collection, analysis, and reporting
- Assist with all call career program events (Resume Rush, Career Fair Prep, Etiquette Dinner)
- Set up and troubleshoot technology for live and virtual Career Champions events
- Serve as a representative of CDS with other staff members
- Assist CDS staff with any special projects, fairs, and programs as needed, including Career Fairs, Preview workshops, and CDS presentations

Preferred Skills:

- Excellent verbal and written communication skills
- Strong organizational and presentation skills
- Demonstrated program and project management skills
- Ability to work independently and lead small groups
- Data analysis and reporting to skills
- Competent in Microsoft Office including Word, Excel, and PowerPoint



Employment Schedule/Hours: 20 hours per week through the Fall and/or Spring semester with some evening hours as needed (flexible around class schedule). Current Center for Career and Leadership Development hours are Monday – Friday 8am-5pm. Must also be willing to attend additional trainings and assist with special events (Job Fairs, Panels, etc.)

Academic Qualifications & Preferred Majors: Regular admission in a Masters 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. Must be enrolled in a graduate program and maintain good academic standing.

For More Information, Please Contact:

Jenna Rowlands, Associate Director, Administration & Strategic Initiatives, Career Development Services, Old Dominion University, Norfolk, VA 23529 or jmrowlan@odu.edu, Phone (757) 683-4388 Fax (757) 683-4955

Position Reports to: Jenna Rowlands

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

Compensation: \$15,000 (\$7,500 per Fall & Spring semester)

Length of Assistantship: Over a 10-month period (August 10, 2024 – May 9, 2025)

How to Apply: Apply through Handshake and/or email a resume directly to Jenna Rowlands at jmrowlan@odu.edu