



**Orientation, Retention, and Exploration Graduate Assistant  
Student Enrollment, Engagement and Services  
Center for Orientation, Retention and Exploration**

**Number of positions:** 1

**Job Summary:** The Graduate Assistant for **Orientation, Retention and Exploration** will assist with the implementation of division wide strategies to support orientation, retention, and exploration for student success.

**Office Website:** [Center for Orientation, Retention, and Exploration | Old Dominion University](#)

**Duties & Responsibilities:**

- Have a primary focus to research, develop, and recommend best practices to support students
- Work collaboratively with the division to assist with the creation of individual departmental retention/persistence plans.
- Help coordinate enrollment focused initiatives to assist students with navigating financial, academic, institutional barriers so they may persist and graduate.
- Serve as a member of the CORE Staff and will be responsible for assisting with other duties such as office programming and communications.

**Required Skills:**

- Regular or provisional admission in a graduate degree program (higher education program preferred) at ODU with good academic standing.
- Maintain a full course of study during the term of their appointment.
- Strong oral and written skills, computer competency, especially Microsoft 365 (Word, Excel, Teams, etc), Banner, Salesforce, and the Internet.
- Excellent organizational skills.
- Understanding of student services, data analysis, and project management skills (Preferred).

**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. Admission into a Higher Education program preferred.

**For More Information, Please Contact:** [orientation@odu.edu](mailto:orientation@odu.edu) or [exploration@odu.edu](mailto:exploration@odu.edu)

**Position Reports to:** Katie St. John, Director of Major Exploration and Student Success

**Knowledge and Skills Derived from Experience:**



- GA will gain first-hand experience with developing orientation, retention, and exploration initiatives.
- GA will gain key collaboration strategies working with multiple University partners to achieve institutional retention/persistence goals.
- GA will develop an in-depth understanding of campus resources and how to help students navigate barriers to success.
- GA will obtain experience working with a team of student affairs professionals.
- GA will enhance his/her communication and skills.

**Compensation:** \$10,000 will be paid over fall and spring semesters. Additionally, there is a 61% tuition and fees waiver for eligible out of state students.

**Length of Assistantship:** 9 months

**How to Apply:** N/A