



**Graduate Assistantship for Academic Initiatives  
Student Enrollment, Engagement & Services  
Housing and Residence Life**

**Job Summary:** The Graduate Assistant for Housing and Resident Life will work collaboratively with the Assistant Director of Leadership and Learning in recruiting, training, supervising, and providing feedback to Peer Mentors for the Living-Learning Community program. Projects include assisting in the development of the Peer Mentor program within the context of the department's Living-Learning Community (LLC) and the Community Learning Model (Residential Curriculum).

**Office Website:** <https://www.odu.edu/housingoffice>

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

**Duties & Responsibilities:**

- Recruit, supervise, train, and evaluate student academic LLC Peer Mentors – hired to support students in LLCs in their academic endeavors.
- Assist in the implementation of co-curricular programs for each Living-Learning Community (LLC) that complement academic experiences.
- Research and develop academic initiatives, designed to support residential students' transition to the University, ongoing academic achievement, and persistence to graduation.
- Assist with all retention-related outreach alongside the Coordinator for Academic Initiatives.
- Assist in the development of learning outcomes and development of quantitative and qualitative data collection methods, e.g., focus groups and surveys as it relates to the Community Learning Model (Residential Curriculum)
- Identify opportunities and develop ideas for learning initiatives targeted for each student classification (first-year, sophomore, junior, senior, transfer, and first-generation students).
- Serve on departmental committees such as the Assessment, Recruitment & Selection, or Training & Development Committees.
- Serve in the crisis on-call rotation for the on-campus community.
- Serve as a University conduct officer in the adjudication of violations to the Code of Conduct and Guide to Living on Campus.

**Required Skills:**

- To be considered for this position, applicants must have completed an undergraduate degree and have relevant residence life experience.
- The GA must be enrolled as a full-time graduate student as defined by Old Dominion University. While a particular graduate program is not required, priority and hiring preference is given to GAs enrolled in a graduate program within the Higher Education department.



**Employment Schedule/Hours:** The GA for Academic Initiatives position is a 10-month, part-time (20 hours per week) appointment.

**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.

**Knowledge and Skills Derived from Experience:**

- Develop knowledge and skills related to conducting, interpreting, explaining research by assisting with various academic initiatives research projects.
- Describe the broad challenges and complexities of student affairs leadership related to partnering with academic affairs.
- Articulate the key components of the organizational purpose and primary objectives by assisting with the development of departmental learning outcomes, mission statement, and strategic plan.
- Identify most appropriate academic/student support services for students seeking assistance through developing target-specific learning initiatives and residential learning programs.
- Explain the importance of and identify factors in increasing faculty-student interactions outside of the classroom, particularly in the residence halls.
- Apply the relationship between student development theory and practice through interactions with students, staff, and faculty.
- Develop knowledge and skills related to crisis management and communication.
- Develop knowledge and skills related to behavior management and coaching through the adjudication of student conduct cases.

**Compensation:** The GA for Academic Initiatives position is a 10-month, part-time (20 hours per week) appointment with an annual stipend of \$18,000, equating to \$1,800 per month. The GA for Academic Initiatives receives a fully furnished apartment during their employment, a subsidized rate for a reserved parking spot on campus, and a meal plan which includes 160 meal swipes and \$2,500 flex dollars per year. Out-of-state students will receive a tuition waiver equivalent to in-state tuition. Professional development opportunities are provided to GAs.

**Length of Assistantship:** Over a 10-month period

**HRL Vision**

*Housing & Residence Life will be a premier living learning community.*

**HRL Mission**

*Housing & Residence Life provides an inclusive residential experience in a safe, well-maintained community that supports academic excellence, fosters personal development, and promotes student success.*



**OLD DOMINION**

**Love Where You Live**