



Office of Intercultural Relations

**Graduate Assistant for Black Initiatives
Student Enrollment, Engagement & Services
Office of Intercultural Relations**

Job Summary: The Graduate Assistant for Black Initiatives supports the Office of Intercultural Relations' goal to promote the sense of belonging, engagement, wellbeing and success of the ODU student population. The Graduate Assistant for Black Initiatives assists with the implementation of cultural and educational programs that enhance the knowledge and awareness of Black cultures and foster interculturalization within the Monarch community.

Office Website: www.odu.edu/oir

Contact: oir@odu.edu

Duties & Responsibilities:

- Contribute to fostering a positive, welcoming, and inclusive environment within OIR, OIR sponsored initiatives, and the ODU campus community.
- Work collaboratively with the OIR team to successfully promote and implement OIR initiatives within the campus, including enhancing the engagement and success of Black students through Heritage Months, the Student Success Series, Mentorship Programs, Advisory Boards, On-Boarding Experiences, and other designated department initiatives.
- Serve as a liaison between the Office of Intercultural Relations, students, student organizations, faculty, administrators, and community entities to promote a university community that values learning, engagement, wellbeing, and belonging.
- Support the administrative function and coordination of programs and services including, aiding with program evaluation efforts, researching trends, and identifying best practices for intercultural programs and initiatives.
- Complete assigned tasks in a timely manner, and other duties as assigned.

Required Skills:

- Knowledge of the Black student experience in a higher education setting.
- Demonstrated leadership ability and ability to successfully collaborate with student leaders, student organizations, staff, administrators, and university departments.
- Experience with planning, development, and implementation of programs and events for an intersectional audience.
- Ability to successfully organize and host campus events that may occur during the weekend and evening hours.
- Excellent public speaking, organizational, and writing skills.
- Ability to multi-task and meet established deadlines.
- Proficiency in computer programs such as MS word, Excel, PowerPoint, Canva, and Social Media platforms.



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Knowledge and Skills Derived from Experience:

- Experience in various aspects of program development, evaluation, and marketing of cultural programs, events, and activities.
- Cultural competency skills from a global perspective.
- Experience in supporting and working with globally diverse student populations.
- Enhance supervision, communication and analytical skills and detailed projection and analysis of project timelines.

Employment Schedule/Hours: The GA position requires 20 hours per week.

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 to be below full-time may be grounds for removal from the Graduate Assistant position.

Compensation: \$15,000 will be paid over the Fall and Spring semesters. Out-of-state students will receive a tuition discount equivalent to in-state tuition.

Length of Assistantship: 9 Months (Fall and Spring Semesters)

