



**Graduate Assistant  
Student Enrollment, Engagement & Services  
Military Connection Center**

**Job Summary:** The Graduate Assistant for the Military Connection Center (MCC) will assist with research in identifying best practices in designing, developing, implementing, and assessing the effectiveness of efforts to promote and foster military affiliated student success.

**Office Website:** [Military Connection Center | Old Dominion University](https://www.odu.edu/military-connection) <https://www.odu.edu/military-connection>

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

**Duties & Responsibilities:**

- Assist with MCC program development, encouraging military affiliated participation, and evaluating the effectiveness of events.
- Serve as a point of contact for prospective and continuing students seeking information or assistance with military related issues at ODU.
- Be knowledgeable in resources to support academic success of the military affiliated students at ODU to refer students to proper on and off campus resources.
- Assist the MCC in developing relevant content for Instagram and assist with marketing efforts to include monthly newsletters, flyers, and other promotional materials.
- Attend open houses and preview events and assist military-affiliated students with military education benefits questions.

**Required Skills:**

- Full-time graduate student in good standing at Old Dominion University
- Excellent English written and verbal communication skills
- Extensive experience with Microsoft Office Suite, Canvas, and editing software
- Previous customer service experience
- Ability to learn new computer software to complete project tasks
- Knowledge of military education benefits
- Prior military experience or military-affiliation

**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 in Higher Education or Social Sciences program preferred.

**Knowledge and Skills Derived from Experience:**

- Experience in analyzing data and developing power points and reports
- Experience in developing goals, prioritizing, organizing, and working to accomplish desired outcomes

**Compensation:** \$7,500 for the fall and spring semesters and \$3,500 in the summer semester. Out-of-state students will receive a tuition waiver equivalent to in-state tuition.

**Length of Assistantship:** Ideal candidate can work an academic year (9 months) summer semester is a plus!

