



Strategic Initiatives Graduate Assistant Student Enrollment, Engagement & Services

Job Summary: The Graduate Assistant (GA) for Strategic Initiatives plays a vital role in advancing the mission of Student Enrollment, Engagement & Services (SEES) at Old Dominion University. This position offers a unique opportunity to contribute to high-impact initiatives that enhance the student experience, drive research, and support strategic goals across the division. The GA will work closely with the Director of Strategic Initiatives, within the Office of the Vice President, on meaningful projects such as proposal writing, developing engaging presentations, and creating materials for high-profile events and meetings. This dynamic role provides hands-on experience as a scholar-practitioner, offering a chance to collaborate with educators across campus and developing skills in a supportive, forward-focused environment. The Strategic Initiatives GA position is ideal for motivated graduate students seeking to expand their expertise in higher education, student affairs and enrollment management, and organizational effectiveness.

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

Contact: sees@odu.edu

Duties & Responsibilities:

- Manage multiple projects simultaneously, ensuring timely completion and alignment with established goals.
- Adapt to evolving priorities and contribute to problem-solving efforts with creativity and efficiency.
- Assist with the development of strategic materials, including proposals, speeches, executive presentations, and agendas for the Office of the Vice President.
- Assist with high-end student engagement, such as the Board of Visitors student representative, SEES Student Leadership Council, and Blue Crown Society, fostering an environment where all students can belong and thrive.
- Collaborate with division leadership on initiatives that promote student learning, retention, progression, and graduation.
- Assist in the planning, execution, and assessment of division-wide events and other key initiatives, ensuring alignment with SEES's mission and strategic priorities.
- Conduct benchmarking research and data analysis to inform decision-making and enhance project outcomes.
- Cultivate intentional opportunities that actively engage students and create meaningful connection to the University.

Required Skills:

- Excellent organizational and time-management abilities, with a proven ability to prioritize tasks effectively in a fast-paced environment.
- Self-starter with the ability to take initiative and work independently, while also knowing when to seek guidance or clarification.
- Exceptional verbal and written communication skills, with the ability to create professional-quality materials.
- Critical thinking and problem-solving skills, with a proactive approach to overcoming challenges.
- Flexibility to shift between diverse tasks and manage competing demands with ease.



- Strong interpersonal skills and the ability to collaborate with a diverse team of higher education professionals.
- Proficiency in Microsoft Office Suite and familiarity with research tools and data visualization software.

Employment Schedule/Hours: 20 hours per week – negotiable schedule.

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. Doctoral candidates preferred.

Knowledge and Skills Derived from Experience:

- Experience developing strategic materials such as proposals, presentations, and event agendas.
- Strengthened ability to synthesize complex information into clear, actionable deliverables for diverse audiences.
- Enhanced project management skills through the coordination of high-priority initiatives and events.
- Insight into strategic planning processes within a large, multifaceted university division.
- Exposure to collaborative leadership practices and the opportunity to contribute to decision-making processes.
- Expanded knowledge of student engagement and enrollment trends and effective practices in higher education.
- Experience cultivating professional relationships with campus leaders and stakeholders.
- Opportunity to engage in professional development activities related to higher education administration.

Compensation: A stipend of \$24,000 for a PhD student is awarded for the contract period (\$10,000 for fall semester, \$10,000 spring semester, \$4,000 summer semester). A stipend of \$18,500 for a master's student is awarded for the contract period (\$7,500 fall semester, \$7,500 spring semester, \$3,500 summer semester). SEES will pay a 100% tuition waiver for all PhD GAs and out-of-state master's students will receive a tuition waiver equivalent to in-state tuition.

Length of Assistantship: Begins May 10th and ends May 9th of the following calendar year. This is a 12-month appointment period.