



**Graduate Assistant for Graduate & Alumni Programs  
Student & Campus Life  
Center for Career & Leadership Development**

**Job Summary:** The Graduate Assistant will support the Center for Career and Leadership Development by working directly with all students while focusing specifically on graduate students and alum career development. This position assists in facilitating one-on-one appointments and classroom workshops on career development services, in addition to assisting with the planning, implementation, and assessment of graduate and alumni programs. Responsibilities include conducting regular communication and outreach to increase program enrollment and engagement, data collection and analysis, monthly newsletters, and working closely with career development and coaching initiatives for the campus community.

This is an onsite position working in the Center for Career & Leadership Development office in Webb 2202.

**Office Website:** <https://www.odu.edu/career-leadership>

**Contact:** Solongo Tsolmon, [utsolmon@odu.edu](mailto:utsolmon@odu.edu)

**Duties & Responsibilities:**

**May include, but are not limited to:**

- Assist students including graduate students, and alums through in-person and virtual career coaching, including scheduled appointments and drop-in hours for job search strategies, resume/cover letter editing, and LinkedIn presence and more.
- Facilitate classroom presentations and workshops on career development topics for various student organizations and classes as requested.
- Research, format, and develop monthly newsletters to market upcoming CCLD events, Graduate & Alumni programs, local community career-related events, and career tips to targeted student populations.
- Manage the [careercoach@odu.edu](mailto:careercoach@odu.edu) mailbox by reviewing documents and answering or delegating student questions daily.
- Utilize Handshake to schedule appointments, troubleshoot student issues, pull data, and build reports to measure the results of programs and workshops using Excel.
- Assist with the coordination, planning of Graduate & Alumni Career Coaching Corners and other special projects, including marketing career events online and developing presentations.
- Participate in professional development, maintain office hours in-person, and collaborate regularly with the CCLD staff and fellow graduate assistants.
- Facilitate workshops on various topics related to career development and preparation, resumes, interview techniques, etc., on behalf of CCLD.
- Assist with special projects as needed.

**Required Skills:**

- Must be enrolled in a graduate program and maintain good academic standing.
- Preferred Majors: Counseling, Educational Leadership, or Higher Education
- Must be registered as a full-time student and complete a minimum of 9 hours of coursework per Fall and Spring semesters. To be able to work during the summer semester must be enrolled in 6 hours of coursework

**Candidate Profile:**

- Excellent written and oral communication skills; including the ability to conduct oral presentations and facilitate workshops and programs
- Experience and strong interest in Human Resources, Coaching, or Counseling preferred
- Demonstrated coaching and counseling skills
- Able and eager to work with a diverse population
- Experience in creating PowerPoint presentations
- Strong computer skills to include all MS Office products; Excel and PowerPoint are required
- Strong interpersonal and customer service skills
- Strong organizational and time management skills
- Able to handle multiple tasks simultaneously and be adaptable
- Able to work independently and within small groups
- Must be able to articulate well, both verbally and written, and able to use electronic methods to communicate with customers

**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.

**Compensation:** A \$15,000 stipend will be paid over fall (\$7,500), and spring (\$7,500). If extended, \$3,500 will be paid over the summer semester. Out-of-state students will receive a tuition waiver equivalent to in-state tuition.

**Length of Assistantship:** August 10 to May 9 (10 months).