



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

**Job Summary:** The Graduate Assistant for Leadership & Career Programs supports leadership development programs for all ODU students. This role reports directly to and works closely with the Assistant Director of Leadership & Career Programs to enhance leadership development opportunities and contribute to the Center for Career & Leadership Development's mission to provide comprehensive resources to foster the development of essential career skills and leadership qualities.

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

**Contact:** Otis Williams, Assistant Director for Leadership and Career Programs. [ojwillia@odu.edu](mailto:ojwillia@odu.edu), [CCLD@odu.edu](mailto:CCLD@odu.edu)

**Duties & Responsibilities:**

- Assist with implementation of leadership development and career programs, including marketing, logistics, and delivery
- Assist with the execution and nomination process for the SCL Leadership Awards Ceremony
- Provide continuous outreach and support for students in leadership programs including (but not limited to): First-Year Leadership Program, Monarchs LEAD Comprehensive Leadership Program, Emerging Monarchs, Leadership Lecture Series and Leadership Career Series
- Provide student success resources to special populations including (but not limited to): First Generation, Military, and underserved students
- Offer coaching to student leaders related academic and career support, tracking progress related to retention, progression, and graduation (RPG)
- Assist with program assessment by tracking participation metrics and measuring the impact of leadership programs
- Deliver high-quality student support and customer service to students to encourage engagement and leadership development
- Participate actively as a contributing member of the Center for Career & Leadership Development staff, maintaining consistent office hours, engaging in professional development opportunities, and performing other administrative duties as assigned.

**Required Skills:**

- Experience with and knowledge of student leadership or career programs.
- Strong oral and written skills, computer competency.
- Experience with event logistics is preferred but not required.

**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. Preferred majors: Higher Education and Counseling

**Knowledge and Skills Derived from Experience:**

- Knowledge of leadership theory that guides our leadership development program and or career programs
- A deeper understanding of the application of leadership theory across majors to create change
- Event planning and logistics
- Experience working with college students and skill in coaching students towards goals and professional success
- Understanding of leadership development and behavior practices that scaffold further growth

**Compensation:**

- \$15,000 stipend paid over the fall and spring semesters (\$7,500 per semester).
- 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:** 10 months (fall and spring semesters), 12-month option to work over the summer semester available

