



**Graduate Assistant
Student & Campus Life
Dean of Students Office**

Job Summary: The Graduate Assistant will support the care and outreach efforts of the Dean of Students Office.

Office Website: <https://www.odu.edu/life/dean-students/student-outreach>

Contact: Ebony Gholston, egholsto@odu.edu

Duties & Responsibilities:

- Administrative processes (Class absence notifications, police reports, ODUcares email account).
- Departmental & Division Outreach (e.g., class presentations, workshops, open houses, admitted student days).
- Assist with the development of marketing materials and initiatives.
- Conduct meetings to determine student needs and appropriate referrals.
- Perform general office duties as assigned.

Required Skills:

- Regular or provisional admission in a graduate degree program at ODU with good academic standing.
- Maintain a full course of study during the term of their appointment.
- Proficient in Microsoft Office Suite Software.
- Excellent written and oral communication skills as well as excellent interpersonal skills.
- Ability to plan and complete work independently to meet deadlines.
- Experience working with culturally diverse populations and demonstrated leadership.

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. **Suitable Academic Majors include Counseling, Higher Education, Psychology, Human Services or a related field.**

Knowledge and Skills Derived from Experience:

- Experience collaborating with other departments and offices on campus.
- Experience in recognizing students' needs for services and in making referrals.
- Experience organizing meetings, managing information, and facilitating student learning.



- Become familiar with University policy and procedures.
- Enhance interpersonal, oral, and written communication skills.
- Experience in working with a team of Student Affairs professionals.

Compensation: \$15,000 will be paid over fall and spring semesters. Out-of-state students will receive a tuition waiver equivalent to in-state tuition.

Length of Assistantship: 9 months