



**Graduate Assistant for Employer Relations  
Student & Campus Life  
Center for Career and Leadership Development**

**Job Summary:** The Graduate Assistant for Employer Relations supports key projects aimed at strengthening partnerships with employers, facilitating career fairs, and coordinating on-campus recruitment events. The graduate assistant will assist in managing on-campus recruitment requests, vetting employers in Handshake, outreach efforts, and providing logistical support for fairs, and ensuring our team can expand its services and create more opportunities for students.

**Office Website:** [www.odu.edu/career-leadership](http://www.odu.edu/career-leadership)

**Contact:** Julie Esber, [j3campbe@odu.edu](mailto:j3campbe@odu.edu)

**Duties & Responsibilities:**

- Assist with the planning, implementation, and assessment of career fairs.
- Assist in coordinating on-campus recruitment events for employers.
- Assist in managing on-campus recruitment requests including submitting reservation requests to SET Scheduling and posting event information in Handshake and Monarch Groups.
- Assist in managing employer vetting in Handshake by adhering to the defined policies and procedures.
- Serve as an on-site co-lead for career fairs.
- Assist in replying to correspondence submitted to the [employers@odu.edu](mailto:employers@odu.edu) email inbox.
- Assist in the implementation of the CCLD Employer Partner Program.
- Deliver high-quality customer service to current and prospective employers.
- Assist with the daily operation of the office, including answering phones, assisting students, helping walk-in traffic, and administrative tasks.
- Participate in supervision and department meetings.
- Assist with other duties as assigned.

**Preferred Skills:**

- Excellent verbal and written communication skills.
- Strong organizational and presentation skills.
- Demonstrated program and project management skills.
- Ability to work independently and lead small groups.
- Competent in Microsoft Office including Word, Excel, and PowerPoint.

**Employment Schedule/Hours:** The position requires 20 hours per week, including some evenings and weekend programs. The Center for Career and Leadership Development hours are Monday-Friday 8am-5pm.

**Academic Qualifications & Preferred Majors:** Regular admission in a master's 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. Must be enrolled in a graduate program and maintain good academic standing.

**Knowledge and Skills Derived from Experience:**

- Verbal and written communication skills
- Organizational and presentational skills
- Knowledge of business and hiring practices
- Time management skills
- Event planning and logistics skills

**Compensation:** \$15,000 stipend (\$7,500 per Fall & Spring semester). If extended, \$5,000 will be paid over the summer semester.

**Length of Assistantship:** Over a 10-month period (August 10 – May 9)

**How to Apply:** Apply through Handshake