



Graduate Assistant for Intercultural Learning and Engagement

Office of Intercultural Relations

Division of Student and Campus Life

www.odu.edu/intercultural-relations

Contact:

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Job Summary: The Intercultural Learning & Engagement Graduate Assistant supports the Office of Intercultural Relations (OIR) in developing and implementing programs, workshops, and engagement activities that help students build intercultural understanding and navigate an interconnected campus community. The position assists with facilitating the Intercultural Coalition, supporting Global Monarch Club programs, coordinating outreach and communication efforts, and assisting with program logistics and event implementation across OIR initiatives.

Duties and Responsibilities:

- Facilitate and coordinate the Intercultural Coalition, supporting collaboration among student organizations to build connections, share perspectives, and strengthen student well-being and engagement across campus.
- Co-facilitate and support Global Monarch Club programs with the OIR team, collaborating with OIR professional staff and student employees to plan and implement intercultural engagement programs and activities that support student learning, cultural awareness, and belonging.
- Support outreach and communication efforts to promote programs and connect with student organizations and campus partners.
- Assist with program logistics, event coordination, administrative support, and program evaluation.
- Represent the Office of Intercultural Relations at campus events and information fairs.
- Assist the Director and OIR team with additional duties as assigned.

Required Skills:

- Demonstrated leadership experience working with college students, student organizations, or university departments.
- Ability to plan and support campus programs and events for a broad student audience.
- Ability to engage and communicate effectively with students from different cultural backgrounds and perspectives.
- Strong written and verbal communication skills, including public speaking and group facilitation.
- Strong organizational and time management skills with the ability to manage multiple projects and meet deadlines.
- Ability to collaborate effectively with student leaders, campus partners, and community members.
- Experience with outreach, promotion, or communication related to programs or events.
- Proficiency in common office and communication tools such as Microsoft Word, Excel, PowerPoint, Google, Canva, and social media platforms.



Employment Schedule/Hours: 20 hours/week. Occasional evening and weekend hours may be required to support programs and events.

Academic Qualifications & Preferred Majors:

Regular admission in a graduate degree program at Old Dominion University with good academic standing is required. Graduate assistants must maintain a full-time course load during the term of their appointment and hold a minimum **3.0** cumulative GPA. Dropping below the required GPA or reducing one's course load below full-time may be grounds for dismissal.

Doctoral students in Higher Education, Marketing, Counseling, International Studies, or a related field are preferred. Master's students with relevant experience in student engagement, program coordination, or intercultural learning and engagement initiatives may also be considered.

Knowledge and Skills Derived from Experience:

- GA will obtain experience in program development, coordination, evaluation, and promotion of intercultural programs, events, and activities.
- GA will develop intercultural communication and engagement skills from a global perspective.
- GA will obtain experience supporting and working with multicultural and international student communities.
- GA will enhance supervision, communication, organizational, and analytical skills, including planning and managing program timelines.

Compensation

- **Doctoral Student**
\$24,000 annual stipend distributed across the academic year: Fall (\$10,000), Spring (\$10,000), and Summer (\$4,000). Doctoral students will also receive a tuition waiver.
- **Master's Student**
\$15,000 stipend paid over the fall (\$7,500) and spring (\$7,500) semesters, with the possibility of summer employment. If extended, an additional \$3,500 stipend may be provided for the summer semester. Out-of-state students will receive a tuition discount equivalent to in-state tuition.

Length of Assistantship:

- **Doctoral Student:** 12-month appointment (Fall, Spring, and Summer).
- **Master's Student:** 10-month appointment (Fall and Spring semesters), with the possibility of summer employment.