



Graduate Assistant for Intercultural Programs and Experiences

Office of Intercultural Relations

Division of Student and Campus Life

www.odu.edu/intercultural-relations

Contact:

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Job Summary: The Graduate Assistant for Intercultural Programs & Experiences supports the Office of Intercultural Relations (OIR) in planning and implementing intercultural programs and student engagement initiatives. This position plays a central role in coordinating the Cultural Café program series, working with the OIR team and student employees to host programs that encourage intercultural learning and community connection. The graduate assistant also co-facilitates Global Monarch Club programs, supports outreach and social media efforts, and assists with program logistics, event coordination, and other OIR initiatives.

Duties and Responsibilities:

- Lead the coordination and facilitation of the Cultural Café program series, working with the OIR team and student employees to host intercultural programs that encourage dialogue, learning, and community connection.
- Co-facilitate and support Global Monarch Club programs with the OIR team.
- Work with student employees to support program planning, event hosting, and social media outreach for intercultural programs and events.
- Develop and coordinate 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 Assistant Directors and OIR team with additional duties as assigned.

Required Skills:

- Demonstrated experience working with college students, student organizations, or campus programs.
- Ability to plan, coordinate, and host campus programs and events that support student engagement and intercultural learning.
- Ability to engage and communicate effectively with students from different cultural backgrounds and perspectives.
- Strong written and verbal communication skills, including public speaking and program facilitation.
- Ability to collaborate effectively with student leaders, campus partners, and community members.
- Experience with outreach, promotion, or social media communication related to programs or events.
- Strong organizational and time management skills with the ability to manage multiple tasks and meet deadlines.
- Proficiency in common office and communication tools such as Microsoft Word, Excel, PowerPoint, Google Workspace, 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.

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

Knowledge and Skills Derived from Experience:

- Gain experience coordinating intercultural programs and events that encourage dialogue, learning, and community engagement across campus.
- Develop skills in program planning, event coordination, and promotion of intercultural programs such as Cultural Café and other OIR initiatives.
- Gain experience working collaboratively with student employees, student organizations, and campus partners to support intercultural programs and events.
- Strengthen communication, organization, and project coordination skills through planning and hosting intercultural programs and engagement activities.

Compensation: \$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: 10-month appointment (Fall and Spring semesters), with the possibility of summer employment.