



**Graduate Assistant for Service-Learning
Student and Camp
Center for Career and Leadership Development**

Job Summary: The Graduate Assistant for Service Learning will support the Center for Career and Leadership Development, working directly in the Service-Learning Suite in Webb Center. This position not only assists in facilitating service-learning opportunities both on and off-campus, but also works on routine communication and outreach, data collection, large-scale programming, and the weekly operations of the on-campus student food pantry and clothing closet. Work with the Monarch Pantry and Monarch Clothing Closet will involve but will not be limited to maintaining daily operations, facilitating donation opportunities, and working closely with food insecurity initiatives for the campus community.

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

Contact: cld@odu.edu

Duties & Responsibilities:

- Assist in event coordination with service signature programs such as Monarch Volunteer Program and Alternative Spring Break, as well as other volunteer opportunities.
- Support the on-campus food pantry for students, including maintaining daily operations in the pantry, and developing and facilitating donation drives and food insecurity initiatives.
- Assist with the planning, implementation, and assessment of the Alternative Break program, coordinating trip logistics.
- Assist in managing the Volunteer and Monarch Pantry social media pages and event promotions.
- Research opportunities and needs in the local area to determine new avenues for campus/community partnerships, particularly in neighborhoods adjacent to campus.
- Assist in the recruitment and mentorship of undergraduate student workers.
- Assist with data assessment and reporting for service-learning courses and programs.
- Serve as a reviewer for Service-Learning Instructional Mini Grant Proposals.
- Assist with the daily operation of the office, including answering phones, assisting students, helping walk-in traffic, and administrative tasks.
- Support Division and departmental initiatives related to retention, persistence and student success.
- Participate in professional developmental opportunities, maintain office hours, serve as a contributing member of CCLD staff, and perform other 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 term of appointment.
- Experience with event programming and executing/planning events.
- Strong computer skills and administrative competencies (Microsoft Word, ODU's Monarch Groups, etc.)
- Commitment to service and social justice.
- Ability to work well under pressure and problem solve.
- Strong oral and written skills / customer service.

Employment Schedule/Hours: The GA position requires 20 hours per week, including some evenings and weekend programs. Must have availability on Tuesdays and Thursdays to support the Monarch Pantry and events hosted during activity hour.

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 courses of study include higher education, counseling, public administration, public health, or a related field.

Knowledge and Skills Derived from Experience:

- Problem solving and critical thinking
- Communication
- Teamwork
- Customer service
- Skills related to campus programming and event planning
- Budgeting
- Data collection and summarization
- Public Speaking

Compensation: \$15,000 stipend (paid \$7,500 for Fall and \$7,500 for Spring), as well as professional development funds. Out-of-state students will receive a tuition waiver equivalent to in-state tuition.

Length of Assistantship: August 10 to May 9 (9 months)

How to Apply: Send resume and letter of interest to jgrimm@odu.edu