



**Graduate Assistant  
Student Engagement & Enrollment Services  
Dean of Student Offices - Student Government Association**

**Job Summary:** The Graduate Assistant for the Student Government Association will assist with the supervision and development of the Student Government Association.

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

**Contact:** [sga@odu.edu](mailto:sga@odu.edu)

**Duties & Responsibilities:**

- Assist with advising the committees within the senate, as well as co-advise the entire student government board with their issues, initiatives, and programs.
- Directly advise Committee Chairs and/or Executive officers.
- Assisting with the planning of leadership development retreats and ongoing leadership training.
- Assist SGA with maintaining current officer information, communication, elections, and senator training.
- Assist with other programs created by the Dean of Student Life.
- Serve as a member of the SEES staff and will be responsible for assisting with event planning and management.
- Co-advise and oversee all logistics for the recruitment and selection of the Students Leadership Council.

**Required Skills:**

- Regular or provisional admission in a graduate degree program (higher education program preferred) at ODU with good academic standing.
- Maintain a full course of study during the term of their appointment.
- Strong oral and written skills.
- Computer competency, especially Microsoft Word, Excel, Access, Publisher, and the Internet requested.
- Excellent organizational skills.
- Demonstrated leadership ability, experience with student organizations, student government and budgets (Preferred).

**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. Admissions in a Higher Education program preferred.

**Knowledge and Skills Derived from Experience:**

- GA will gain first-hand experience with advising students and student organizations.
- GA will develop an in-depth understanding of student governance and the role it plays on campus.
- GA will obtain experience in organizing retreats, managing budgets, and facilitating student learning.
- GA will obtain experience working with a team of student affairs professionals.



- GA will enhance his/her communication and skills.

**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