



**International Initiatives Graduate Assistant
Student Engagement & Enrollment Services
Office of Intercultural Relations**

Job Summary: The International Initiatives Graduate Assistant supports the Office of Intercultural Relations' goals to create an inclusive community for the international student community. Additionally, the Graduate Assistant assists with the implementation of cultural and educational programs that enhance global learning and engagement opportunities and awareness within the Monarch community.

Office Website: www.odu.edu/oir

Contact: oir@odu.edu

Duties & Responsibilities:

- Assists with the administrative function and coordination of programs and services that support the psychosocial and cultural development of international student populations.
- Coordinate programs to welcome, orient and enhance engagement and success of international students (e.g., Monarch International Newcomer Transition (MINT), Discover America, International Student Advisory Board (ISAB) and other designated department initiatives).
- Assist with organization and management of programs that enhance learning and engagement between domestic and international students and communities (e.g., International Education Week, Global Monarch Club, and other designated department initiatives).
- Assist with international initiatives program evaluation, research trends and best practice for campus-based international/global programming.
- Serve as a liaison between the Office of Intercultural Relations, student organizations, students, faculty, administrators, and community entities to promote a university community that values diversity, inclusion, and equity.
- Other duties as assigned.

Required Skills:

- Demonstrated commitment to promote international student engagement and campus-based global learning initiatives.
- Knowledge of international/global/intercultural education and international students in the U.S.
- Experience in the planning, development, and implementation of programs and events for a broad cross-section audience.
- Demonstrated leadership ability and experience in working with the international student community, student organizations, and university departments.
- Ability to organize and host campus events that may occur during the weekend and evening hours.
- Demonstrate excellent public speaking skills and strong writing abilities.
- Possesses abilities to multi-task, have strong organization skills, meet deadlines, and engage student leaders.
- Proficiency in computer programs such as MS word, Excel, PowerPoint, Google docs, and social media platforms.

Employment Schedule/Hours: 20 Hour/week



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.

Knowledge and Skills Derived from Experience:

- GA will obtain experience in various aspects of program development, evaluation, and marketing of cultural programs, events, and activities.
- GA will develop cultural competency skills from a global perspective.
- GA will obtain experience in supporting and working with globally diverse student populations.
- GA will enhance supervision, communication and analytical skills and detailed projection and analysis of project timelines.

Compensation: \$15,000 stipend will be paid over fall (\$7,500), spring (\$7,500), and summer (\$3,500). Out-of-state students will receive a tuition waiver equivalent to in-state tuition.

Length of Assistantship: 12 months (Fall, Spring, and Summer)

