



Information Technology Graduate Assistant Student Engagement & Enrollment Services

Job Summary: The Graduate Assistant for Information Technology will act as the technical support person for the SEES division. Detailed tasks of the GA will depend on the level of expertise of the person in the position but will include the general responsibilities listed below.

Office Website: <https://www.odu.edu/its>

Contact: sees@odu.edu

Duties & Responsibilities:

- Maintaining a detailed equipment inventory
- Software installation, trouble shooting, and training
- Hardware installation and trouble shooting

Required Skills:

- Extensive experience in working with PC software and hardware
- Excellent interpersonal and communication skills
- Excellent trouble shooting skills

Employment Schedule/Hours: 20 hours per week on an established schedule that fits with the student's course demands.

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 Majors are Information Systems and Technology, Computer Science & Computer Engineering.

Knowledge and Skills Derived from Experience:

- Experience interacting with SEES staff to evaluate and resolve software and hardware problems
- First-hand experience working with a team of higher education administration professionals
- Experience in training/educating staff on a variety of software applications
- Develop trouble shooting skills

Compensation: Annual stipend of \$18,500 will be paid over fall (\$7,500), spring (\$7,500), and summer (\$3,500) semesters. Out-of-state students will receive a tuition waiver equivalent to in-state tuition.

Length of Assistantship: 12 months – fall, spring and summer semesters

