Graduate Assistant
Student Engagement & Enrollment Services
Dean of Students Office - Retention/Persistence

Job Summary: The Graduate Assistant for Retention/Persistence will assist with the implementation of division wide strategies for first year and second-year success.

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

Contact: oducares@odu.edu

Duties & Responsibilities:
• Have a primary focus on second-year success to research, develop, and execute best practices to supporting students as they transition to their second year.
• Work collaboratively with the division to assist with the creation of individual departmental retention/persistence plans.
• Help coordinate enrollment focused initiatives to assist students with navigating financial, academic, institutional barriers so they may persist and graduate.
• Serve as a member of the Dean of Students Staff and will be responsible for assisting other duties such as office programming and social media management.

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.
• Excellent organizational skills are a must.
• Understanding of student services, data analysis, and project management skills (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. Admission into a Higher Education program preferred.
Knowledge and Skills Derived from Experience:

- GA will gain first-hand experience with developing first/second year success initiatives.
- GA will gain key collaboration strategies working with multiple University partners to achieve institutional retention/persistence goals.
- GA will develop an in-depth understanding of campus resources and how to help students navigate barriers to success.
- 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