Graduate Assistant for Programming
Student Engagement & Enrollment Services
Student Engagement & Traditions

Job Summary: The Graduate Assistant for Programming will assist with the supervision and development of large- and small-scale programming initiatives. This will include co-advisement of a programming board, management and facilitation of department and division-wide programming events and initiatives.

Office Website: https://www.odu.edu/set

Contact: set@odu.edu

Duties & Responsibilities:

• With support from the Coordinator, provide advising and support to a programming board in all phases of programming and production including goal setting, contracting artists, compliance with contractual obligations, committee development, risk management, publicity, budgeting, and event management.
• Advise student organization leader positions.
• Provide leadership development for student leaders.
• Meet with and provide programming guidance to student organizations and offices planning events on an as-needed basis. Instruct them on policies and processes to plan successful campus events.
• Work with student organizations and offices in the development of program applications and help to recruit new groups to apply for funding. Further, work with the coordinator on the development & distribution of marketing materials once the calendar has been set.
• Assist with the planning and implementation for all campus-wide events coordinated by SET including, but not limited to, The Monarch Experience events, PAW events, Homecoming, Traditions Week, summer programming, and programming for special populations.
• Attend the NACA Regional and NACA National Conferences with the Coordinator and a student delegation, as well as help coordinate the logistics of ODU’s conference participation as applicable.

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.
• Excellent organizational skills.
• Able to supervise weekend and evening campus events.

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. Preference given to those enrolled in the Higher Education Administration program.

**Knowledge and Skills Derived from Experience:**
- Event planning and management
- Risk Management
- Student advisement
- Program delivery and assessment

**Compensation:** Stipend of $15,000 ($7,500 per semester). Out-of-state students will receive a tuition waiver equivalent to in-state tuition.

**Length of Assistantship:** July 10 to May 9 (10 months)