



## Graduate Assistant for Programming Student Engagement & Enr- and

Programming board, management and

Contact: [st@od.edu](mailto:st@od.edu)

### Duties & Responsibilities:

With the Coordinator and the program board will pass

program and provide guidance, acting as a liaison to the

the development

policy/budget, and event

Advising and mentoring

Work

graduate. Fiber to

the develop

to create the calendar has been

Assist the program and provide

-ide event

held at The March Experience PAW event Home, Tradition Week

and program special

Attend the NACA Regional NACA National Conference the Coordinator and the program

was held at the historic FODU's center participation

### Required Skills:

Regional administrative

degree program (higher education)

with good academic standing

Maintain files and be able to find them

Strong attention to

Communication

Excellent organizational

Ability to work

Employment Schedule/Hours: The GA position is 20 hours per

week



Academic Qualifications & Preferred Major: Bachelor's degree in Business Administration  
 Academic Standing: Cum Laude  
 GPA: 3.0  
 Additional Information: Preferece given to students in the Higher Education Administration program

Old Dominion University  
 Norfolk, VA 23529  
 Phone: (757) 683-1000  
 Email: admissions@odu.edu

Knowledge and Skills Derived from Experience

- Event Management
- Risk Management
- Student Leadership
- Project Management

C1.5.6 (u)-0.78r7 0 Td ( )6.5.006 Tw 0.228 0 Td [(S0.7 (n)-p8 ( )-11.2 (b)

Maag