



## 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 at PAW event Home, Tradition Week

and program special

Attend the NACA Regional NACA National Conference in the Coordinator and delegate

was held at the historic FODU's center participation

### Required Skills:

Regional administrative

degree program (higher education)

with good academic standing

Maintain files and provide information

Software skills

Computer

Excellent

Ability to

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

week



Academic Qualifications & Preferred Major Requirements  
 Academic Record: Bachelor's Degree in Business Administration  
 GPA: 3.0 or higher  
 Prerequisite: College Algebra

Old Dominion University

Enclosure

Knowledge and Skills Derived from Experience

Communication  
 Risk Management  
 Detail Orientation  
 Organization

Management

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