Graduate Assistant
Student Engagement & Enrollment Services
Military Connection Center

Job Summary: The Graduate Assistant for the Military Connection Center will assist with research in identifying best practices in designing, developing, implementing, and assessing the effectiveness of efforts to promote and foster military-connected student success.

Office Website: https://www.odu.edu/military/students/connection

Contact: military@odu.edu

Duties & Responsibilities:
advisors,lead meetings,and submit bi -monthly reports.

- Coordinate SALUTE Veterans National Honor Society program and organize induction ceremony and manage application process.
- Assist the MCC in developing relevant content for the website and assist with marketing efforts.
- Collaborate with stakeholders across campus to disseminate relevant information.
- Previous customer service experience
- Ability to learn new computer software to complete project tasks
- Prior military experience or military-affiliation

Employment Schedule/Hours: The GA position requires 20 hours per week, including some evenings and weekend programs.

-time can be

grounds for dismissal.Admission in Higher Education or Social Sciences program preferred.

Knowledge and Skills Derived from Experience:

- Experience in analyzing data and developing power points and reports
- Experience in