



Graduate Assistant Experiential Learning  
Center for Career and Leadership Development  
Student Enrollment, Engagement & Services

Job Summary

Office Website <https://www.odu.edu/career-leadership>

Contact: \_\_\_\_\_

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Duties & Responsibilities

- < Assist drop-in and appointment clients with job search activities including career exploration, resume and cover letter creation, interview tips and strategies, appropriate use of social media, and overall career etiquette
- < Assist in monitoring, answer, and delegate questions from the [careercoach@odu.edu](mailto:careercoach@odu.edu) and [experientiallearning@odu.edu](mailto:experientiallearning@odu.edu) mailboxes.
- < Assist in the coordination and delivery of CCLD events for students and alumni (in-

