

Assistant Director for Peer Mentoring & Outreach  
Old Dominion University

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Posted Jun. 17, 2025, set to expire Nov. 1, 2025

<b>Job Title</b>	Assistant Director for Peer Mentoring & Outreach
<b>Department</b>	OFFICE OF ACADEMIC SUCCESS INITIATIVES AND SUPPORT
<b>Institution</b>	Old Dominion University Norfolk, Virginia
<b>Date Posted</b>	Jun. 17, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Student Affairs
<b>Job Website</b>	<a href="https://jobs.odu.edu/postings/23449">https://jobs.odu.edu/postings/23449</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Job Summary

The Assistant Director for Peer Mentoring & Outreach will supervise Peer Academic Success mentors and support the operations of the Academic Success Center, including front desk services, marketing, and communications.

### Major Responsibilities

1. Assists in development, implementation, and evaluation of the Peer Academic Success Mentoring program.
2. Oversees front desk operations, including management of Academic Success student workers and graduate assistants.

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3. Develops and implements marketing and communication strategies to promote Peer Academic Success Mentoring and the Academic Success unit.
4. Serves as advocate for all university-wide academic success initiatives.

Position Type: Full Time

Type of Recruitment: General Public

**Minimum Qualifications**

- ***Master's Degree in education, training, higher education administration, or related field***
- Working knowledge of the Microsoft Office Suite, including Excel, Word, PowerPoint, and Outlook. Working knowledge of information and communication technology systems used as tools to support advising, mentoring, coaching, tutoring, or other academic success services.
- Working knowledge of college-level peer tutoring and mentoring, student development theories and practices, and program assessment and evaluation strategies.
- Effective written, interpersonal, and oral communication skills.
- Demonstrated ability to recruit, hire, train, supervise, and evaluate student employees.
- Demonstrated ability to prioritize in a multi-task environment and exercise independent judgment.
- Ability to assess needs, gather/analyze data, and adjust communication strategies.
- Ability to be proactive and generate new ideas and strategies.
- Ability to prioritize complex and at times competing goals.
- Must be able to establish and maintain effective working relationships with students, faculty, and staff.
- Considerable customer service experience in an educational or business environment.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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