

Full Position Description

Department/Program: [Odyssey Program](#)

Position Title: Graduate Apprentice for the Odyssey Program

Brief Overview of the Department/Program: The Odyssey Program assists students who are poised to take advantage of an Elon education, but for whom this possibility might not be an option for financial reasons. This dynamic program empowers students through peer and administrative support to ensure that they embrace the opportunity to immerse themselves within a multitude of enriching experiences in college and to contribute to the intellectual and social climate of the university through their active campus citizenship. The Odyssey Program is located in the Center for Access and Success, which is comprised of programmatic initiatives aimed at dismantling barriers for students from all backgrounds to have access to and succeed in higher education. This includes the It Takes a Village Project, which uses a collaborative approach to help K-8 children in the local community who are struggling to read, and the Elon Academy, which provides academic, emotional, social, and financial support to academically promising high school students in the Alamance County community who demonstrate financial need and have no family history of college.

Position Description: The Graduate Apprentice for the Odyssey Program works specifically with the Director to facilitate community-building activities, supervise student leaders, and actively participate in the development of programming rooted in a strengths-based approach for academically talented, socioeconomically diverse students on Elon's campus. For some programmatic events, the graduate apprentice should expect to work evenings and weekends. In addition, there are expectations to participate in work-related travel (off-campus retreats, networking trips, etc.).

Primary Duties

- Conduct one-on-one check-in meetings with sophomore scholars throughout each semester, which includes academic advising and personal/professional development that will continue into the second year of apprenticeship for this group
- Lead administrative efforts with website updates, marketing for events, and the management of social media platforms
- Serve on the Odyssey Program selection committee as interviewer of prospective candidate applications
- Develop parent outreach efforts to increase college knowledge in homes and engage the families of Odyssey scholars via social media, in addition to a newsletter and an advisory group
- Sustain alumni outreach efforts and coordinate the annual Odyssey homecoming tailgate
- Organize and coordinate the annual Phoenix Fusion luncheon for newly awarded scholars

- Coordinate the annual President's Brunch Celebration, recognizing our graduating seniors and highlighting the many accomplishments of all Odyssey scholars
- Engage first-year/sophomore scholars by developing monthly cohort meetings
- Administer summer sessions on leadership, goal setting, and fostering community
- Provide assessment data and analysis to be used in gauging the effectiveness of programs
- • Meet weekly with Director of Odyssey Program to receive feedback and guidance, in addition to being present at Center for Access and Success professional staff meetings
- Develop and present training sessions for student leaders (RAs, orientation leaders, etc.) with Odyssey professional staff aimed at helping students improve their awareness and understanding of the relative impact socioeconomic diversity has on Elon's campus
- Facilitate and develop senior year community building experiences
- Attend fall retreats and engage in meaningful interaction with Odyssey scholars

Integrative Project

With the supervisor, identify a project in the spring of year one (1) to complete in year two (2). The project will bring together learning via the apprenticeship and include recommendations focusing on an effective access and success initiative complete with an evaluation.

Professional Development: The Graduate Apprentice will write a professional development plan (PDP) during the first semester. With support from their supervisor, the apprentice will revise the PDP each semester, and utilize the plan to establish connections between coursework, career goals, and professional engagement opportunities. In the first year, the Odyssey Program will provide the apprentice with access to \$750 (contingent on budget approval) to support their involvement in professional conferences, drive-ins, webinars, and/or other professional development activities. During the second year, the MHE program will provide the graduate apprentice with \$1250 in professional development funding (subject to budget approval). During both years of the program, the Odyssey Program will provide the apprentice with membership in one professional association.