University Life creates purposeful learning environments, experiences, and opportunities that energize all students to broaden their capacity for academic success and personal growth. Through our innovative programs, partnerships, and services, students discover their unique talents, passions, and place in the world.

Mission Statement:
Leadership Education And Development (LEAD) believes that everyone has the potential to be a leader. We provide leadership training, resources, services, and recognition to empower students to create positive change.

Function:
The LEAD Graduate Assistant (GA) will be an integral part of the LEAD team, helping to provide leadership training, resources, services, and recognition to encourage all Mason students to become socially conscious leaders and civically engaged citizens.

The LEAD GA will assist in the coordination, implementation, and evaluation of major LEAD office programming (e.g. Leadership Mason Conference, Emerging Leaders Program, Active Leaders Program, President’s Leadership Seminar, Freedom and Learning Forum, Mason LeaderShape). They will also serve as a co-advisor for a student group, serve as a teaching assistant for a leadership class and facilitate leadership workshops.

Direct Reporting Supervision:
Lisa Snyder
Associate Director, Leadership Education And Development

General Supervision:
Nick Lennon
Director, Leadership Education And Development
Phil Rippa
Office Manager, Leadership Education And Development
**Required Skills/Qualifications:**

**Required:**
- Must be enrolled as a full time graduate student in one of George Mason University’s Graduate Programs.
- Must have and maintain a 3.0 GPA.
- Must be in good academic and judicial standing.
- Must possess strong written and verbal communication skills
  - Must meet English language proficiency requirement.
- Must be able to work 20 hours per week.
- Must be able to participate in bi-weekly 1:1s with supervisor.
- Must be available for the Leadership Mason Conference, President’s Leadership Seminar, Emerging/Active Leaders Program, Freedom and Learning Forums and Ethics and Leadership course *(as class schedule permits).*
- Must have demonstrated experience and skills in working with college students, new students, and campus stakeholders.
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate.
- Must be able to work successfully as an individual and within a team.
- Must have an ability to relate to people from diverse backgrounds.
- Must have a sincere desire to help students.
- Must exhibit exceptional professionalism and a strong work ethic.
- Must have a strong interest in leadership programming, outreach, and theory.

**Position Responsibilities:**

- Assist in the coordination, implementation, and evaluation of major LEAD office programming *(e.g. Leadership Mason Conference, Emerging Leaders Program, Active Leaders Program, President’s Leadership Seminar, Freedom and Learning Forum, Mason LeaderShape, Fear2Freedom, Godwin Middle School Leadership Program, and Godwin Middle School InCredAble Leadership Conference).*
- Co-advice and co-supervise the Leadership Consultants (LCs)
- Facilitate monthly 1:1 meeting with the LCs
- Serve as a co-advisor for the L-TEAM and coordinate the presentations/workshops that L-TEAM facilitates with student organizations, UNIV 100 classes, etc.
- Instructor for the Emerging Leaders Program
- Teaching Assistant (TA) for the Ethics and Leadership Course.
- Present/co-present a variety of leadership topics *(e.g. UNIV 100 Class, RA Training, Patriot Leader Training, Student Organizations, etc.)*
• Coordinate and implement (in conjunction with the LCs) the Alumni Leadership Speaker Series, Brown Bag Lunch Series, LEAD’s involvement in Siblings Weekend, Community Service and Outreach programs
• Serve as a representative and liaison for the LEAD Office through collaboration with departments and student organizations (ex: Student Involvement, Transition Resource Center, etc.)
• Manage and respond to emails within the LEAD Office email account.
• Maintain a healthy, ongoing, professional relationship and communication with your supervisors.
• Make yourself visible and identifiable as a member of the LEAD staff and serve responsibly in that role.
• Be available to assist the LEAD Office when necessary.
• Participate in periodic written and oral performance evaluations, including an exit interview.
• Other duties as assigned by the Director and Associate Director.

**Time Commitments:**
The Graduate Assistant position is designed for a 20 hour per week work commitment. At times, the work may require extended hours and/or night and weekend work hours.

**Compensation:**
• The Graduate Assistant position will consist of a $21,170.00 compensation package that includes payment of full-time tuition at the Virginia in-state rate for the 2016-2017 academic year
• The remaining money will be distributed evenly via stipend on the 1st and 16th of the month for the remainder of the employment contract period
• The position is a 10-month position from August 19, 2016 to May 19, 2017

**To apply:**
To apply for this position, please submit a letter of interest, resume, and the contact information of three professional references:

Name: Phil Rippa  
Address: 
Title: Office Manager  
George Mason University  
Unit: LEAD  
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Email: prippa@gmu.edu  
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URL: http://lead.gmu.edu/  
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