Graduate Professional Assistant
Registered Student Organizations (RSOs) & Student Government (SG)
Student Involvement

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
Student Involvement enhances the Mason community by creating dynamic involvement opportunities and fostering student success through co-curricular experiences.

Function:
The Graduate Professional Assistant for RSOs & SG is a 20-hour per week graduate assistantship in the Student Involvement office, which is housed in the Division of University Life at George Mason University. As a member of the Student Involvement team, the Graduate Professional Assistant reports directly to the Assistant Director of Student Involvement.

Required Skills/Qualifications:
- Must be enrolled in one of George Mason University’s Graduate Programs for the Fall 2016 – Spring 2017 academic year (with preference giving to students in the MAIS Higher Education Program);
- Prior experience with leadership development, program planning, student organizations, and/or assessment and benchmarking techniques;
- Must be reliable, flexible, and dedicated;
- Excellent written, verbal, and interpersonal skills;
- Ability to work in a high-paced, dynamic office atmosphere;
- Must exhibit professionalism and a strong work ethic.
- Must be able to join our team on August 1, 2016;
- Willingness to work some nights and weekends.

Position Responsibilities:
- Co-advising the Student Government with the Assistant Director and Associate Director, including but not limited to the Student Senate, Executive Cabinet, Parking Appeals Board, and Student Funding Board;
- Advise the leadership of several Student Government departments, including but not limited to: University Services, Government and Academic Affairs, University Life, Finance, University Relations, Mason Affairs State Outreach and Networking, and Diversity & Multicultural Affairs departments;
- Assist with the RSO Re-Registration Processes, Trainings and Prospective Student Organization (PSO) Registration Processes.
- Assist with leadership development programs for the students within RSO & SG, including but not limited to, membership retreats, Transition Day, and RSO Summit;
- Provide guidance with program planning and initiative development as needed;
- Assist with the planning and execution of university-wide programming;
- Attend weekly Student Senate meetings and other branch meetings as needed;
- Oversee and maintain the organizational online presence, including the RSO & SG website, social media outlets, internal media relations, and GetConnected;
- Be an active member on committees within the Student Involvement office and University Life as needed;
- Provide support to other areas of Student Involvement (i.e. Programming, Student Organizations, & Fraternity and Sorority Life) when needed;
- Perform other duties as assigned by the Assistant Director for Student Involvement and/or the Associate Director of Student Involvement.

**Time Commitments:**
The Graduate Professional 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 $20,170.00 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 contract with the possibility of renewal for a second academic year.

**To apply:**
For full consideration applicants must apply for this position by April 8th, 2016; submit electronically a cover letter, resume, and a list of three professional references to:

Phil McDaniel  
Associate Director  
Student Involvement  
4400 University Drive MSN 2D6, Fairfax, VA 22030  
pmcdanie@gmu.edu  
si.gmu.edu

**NOTE:** If a candidate wishes to be considered for multiple positions within Student Involvement, he or she may simply indicate which positions on their letter of interest instead of submitting multiple sets of application materials.