UNIVERSITY LIFE:
We prepare Mason students for the demands of work, social responsibility, and life in an ever-changing global society.

Through a range of direct services and programs, University Life supports every student at Mason from orientation through graduation. 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
New Student and Family Programs envisions a cohesive and impactful transition experience for George Mason University’s new students and families that promotes their continuous learning, academic success, social engagement, and ultimately, retention.

The department’s mission is to deliver purposeful programs and services for students and families that promote a comprehensive initiation into and deepen a sense of belonging to George Mason University.

With new students, their families, and our student leaders as our primary stakeholders, we live these core values:

- **Student-centeredness**: Understanding and addressing the needs of incoming students, their families, and our student leader teams when making decisions that will impact their experiences as members of the George Mason University community.
- **Focus on Learning**: Facilitating learning experiences that help us to understand and educate our target audiences.
- **Innovation**: Functioning proactively and creatively in addressing complex issues related to student transitions.
- **Excellence through Collaboration**: Working enthusiastically with colleagues across campus to provide high-quality programs.
- **Inclusion**: Supporting a Mason community where all identities, backgrounds, and perspectives are welcomed.
**Function:**
The Graduate Assistant for New Student Programs will support the Associate and Assistant Directors in delivering current programs and services, along with aiding in the creation and implementation of new programs. The position will report to the Associate Director of Orientation and New Student Programs and will have some functional oversight of the work of the Patriot Leaders and Student Coordinators on relevant projects.

**Required Skills/Qualifications:**
- Must be enrolled in or admitted to one of George Mason University’s Graduate Programs (not provisional admission)
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate.
- Must possess strong written and verbal communication skills
- Must take initiative and utilize creative thinking skills in order to coordinate programs and initiatives and consider multiple issues, needs, possibilities, etc.
- Must have an ability to relate to people from diverse backgrounds.
- Must exhibit exceptional professionalism and a strong work ethic.
- Must be available and accessible for the time commitment involved.

**Preferred Skills/Qualifications:**
- Experience planning programs or events
- Experience working in higher education and with students
- Experience managing others towards the implementation of projects

**Position Responsibilities:**
- Quill Camp programmatic support (70%)
  - In collaboration with program lead, coordinate planning and logistics for the NSFP Quill Camp extended orientation program.
    - Coordinate the programming of 2 theme-based freshman camps
    - Research locations, brainstorm, and draft potential spirit camp themes
  - Recruit, train, and supervise the Quill Camp program staff
  - Implement the program marketing plan to promote student participation.
  - Administer program assessments and create reports to demonstrate student learning.
  - Supervise undergraduate Quill Camp Coordinators to implement program planning and logistics.

- Preamble programmatic support (20%)
  - In collaboration with the program leads, coordinate extended orientation programming for special populations
  - Aid in the development of an evaluation plan, facilitate data collection, and assist in the analysis of the assessment of the Preamble program.
    - In collaboration with NSFP staff and other campus partners, plan and implement co-curricular programs throughout the first semester to engage transfer students.
Develop and manage relationships with key university partners to facilitate programs themed around shared learning outcomes, including the following:

- Student Involvement
- Housing & Residence Life
- Academic departments

- Other duties, as assigned by Associate Director (10%)
  - Support other first-year initiatives, such as the student initiation experience, the Preamble, Welcome2Mason, and Orientation, as needed.

**Time Commitments:**
This Graduate Assistant position is designed for a 20 hour-per-week work commitment, August 2019 to May 2020. At times, the work may require extended hours and/or night and weekend work hours.
An ideal candidate will also be available to work during the summer (May 2020 to August 2020) to lead and support programming.

**Compensation:**
- The Graduate Assistant position will consist of a $22,500 compensation package;
- GA stipend of $15,000 will be paid on the 1st and 16th of the month for the duration of employment contract period;
- The remaining balance of the total compensation will be allotted as a tuition grant to offset tuition costs;
- The GA position is a 10-month contract, August 2019 – May 2020, with the possibility of renewal for a second academic year.
- A preferred candidate will be available to work during the summer (May – August) to lead and support programming, for which they will receive an additional stipend.

**To apply:**
To apply for this position, please submit a resume and cover letter to the position posting on Handshake (https://gmu.joinhandshake.com) or email materials to Austin Pryor (apryor4@gmu.edu). We will be reviewing applications on a rolling basis starting May 8th.

For more information about this position, contact:
Austin Pryor
Associate Director, Orientation and New Student Programs
New Student and Family Programs
4400 University Drive, MSN 5G2, Fairfax, VA 22030
apryor4@gmu.edu
https://ofps.gmu.edu