

Graduate Assistant for Student Leadership

George Mason University's Office of Undergraduate Education invites applicants for the position of Graduate Assistant for Student Leadership (20 hours per week). Reporting to the Associate Director, the Graduate Assistant is responsible for implementing initiatives that are geared toward increasing student success of undergraduates at Mason. Specifically, this position will support the UNIV Peer Advisor leadership program. The graduate assistant will also provide support for some broader student success and unit-wide initiatives.

****Please note that this position is contingent upon available funding.**

Position Responsibilities:

UNIV Peer Advisor Program

- Support the supervision of a team of 60 undergraduate student leaders serving in the role of UNIV Peer Advisors (PAs):
 - Assist with planning monthly staff meetings in the fall and spring semester; preference given to candidates who can attend 7:30pm-9pm staff meetings on Tuesdays.
 - Support, manage, and coordinate Peer Advisor monthly programs for UNIV students (in coordination with Senior Peer Advisors) – fall only.
 - Conduct classroom observations as needed to support Senior Peer Advisors – fall only.
 - Conduct mid-semester 1:1 meetings with Peer Advisors to discuss their progress, provide performance evaluations, and address their self and faculty evaluations
 - Coordinate communication to Peer Advisor staff through the weekly PA Pause Newsletter.
 - Support ongoing needs of student leader staff including holding regular office hours, answering questions and concerns via phone and email, and being available to student staff.
- Support the supervision of the Peer Program Coordinators (Recruitment and Selection, Training and Development, and Curriculum and Outreach PPCs) who have special projects related to the Peer Advisor team, including:
 - Develop and implement training for the PPC team and identify and conduct additional training and development for each individual role.
 - Coordinate 1:1 meetings with each Peer Program Coordinator to support the development and implementation of their projects
- Support the recruitment and selection of Peer Advisors, Senior Peer Advisors, and Peer Program Coordinators, including:
 - Support the supervision of the Peer Program Coordinator (PPC) for Recruitment & Selection.
 - Assist with the marketing of the PA position to campus constituents and the SPA and PPC positions to current PAs; update marketing materials and website with PPC for Recruitment & Selection.
 - Attend information sessions, group and individual interviews, and communicate to applicants for both the PA and SPA positions. Assist with selection of PAs and SPAs.
- Support the training of Peer Advisors and Senior Peer Advisors (spring only):
 - Assist with teaching the UNIV 330 training course for PAs.
 - Support the SPAs in planning for the spring Peer Advisor retreat to Camp Horizons; attend the weekend retreat to Camp Horizons (typically in late March/early April).

Other Responsibilities

- Attend all unit and team-wide staff meetings
- Engage in weekly 1:1 meetings with the Associate Director
- Manage social media accounts to promote UNIV100 programs, PA events, and Retention and Student Success Initiatives.
- Support the adoption of student success initiatives (e.g. Patriot Success/Navigate) among Peer Advisors – including coordinating training sessions, responding to questions, and recruiting PA volunteers for student success programming.
- Assist with identifying student engagement opportunities for a variety of initiatives including (but not limited to), Patriot Success and internal assessments.
- Support professional and graduate staff coordinating unit-wide programs and initiatives during peak times including student and professional staff interviews, Patriot Success survey launch, etc.

Qualifications –

The successful candidate will be a current Mason graduate student who has an interest in working with student leader supervision and development. The ideal candidate will also have experience in developing and implementing student programming and collaborating with individual students as well as student organizations, faculty, and staff. An interest in working with student leaders and an understanding of student leadership development is strongly preferred. The candidate will have an understanding of best practices in student leadership programs. The successful candidate will have strong experience with programming that reaches diverse, multi-ethnic students, faculty, and staff. Excellent organizational, interpersonal, written, and oral communication skills are essential. The candidate must be self-motivated, meet deadlines and timelines, and work well in teams.

Expected Learning Outcomes –

- Understand and apply best practices in student development by fostering relationships with students, engaging in challenging interpersonal situations, and developing positive outcomes for students.
- Develop an understanding of offices, individuals, and other resources at Mason to support student success.
- Develop and demonstrate a basic understanding of skills necessary to manage groups and programs, including meeting management, motivation, keeping historical documents, budgeting, and effective communication skills.
- Develop an understanding of supervision of student leaders including professional development, goal and expectation setting and achievement.

Compensation – The Graduate Assistant will work 20 hours per week and will receive a stipend of \$21,000 paid bi-weekly for the 2020-2021 academic year; excluding Thanksgiving break, winter break, and spring break. The position provides tuition assistance which covers 6 credits of course work for the fall and 6 credits for the spring semester. If available to work over the summer, additional compensation will be provided, as budget allows.

Employment Dates – January 4, 2021 – January 3, 2022 (preferably until May, 2022)

To apply please send a resume and cover letter by Monday, October 26 to:

Maddie Smith, Graduate Assistant for Student Success

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