



POSITION POSTING

Graduate Professional Assistant Graduate Assistant Academic Integrity

UNIVERSITY LIFE:

EVERY STUDENT SUCCEEDS

Mission:

University Life cares for the whole student by promoting inclusive well-being and fostering lifelong learning – preparing ethical leaders for the world.

Values:

TOGETHER, we achieve our mission through an unwavering commitment to our **values**:

Inclusion and Equity

- We are committed to cultivating an environment of engagement, connection, and belonging that is respectful and fair for everyone.

Leadership for Positive Change

- We are committed to cultivating leaders who critically examine and understand the potential impact of their decisions and act ethically.

Well-Being

- We are committed to cultivating an environment of understanding and fulfillment of both individual and community well-being that promotes purpose, vitality, engagement, and resilience.

Collaborative Community

- We are committed to cultivating a supportive network of colleagues that shares ideas, learns and creates together, and develops authentic connections.

Strategic Transformation

- We are committed to dynamic action in creating meaningful solutions to anticipate and meet the needs of an ever-changing community.

Mission Statement

The mission of the Office of Academic Integrity is to provide education around issues of academic integrity as well as resolve cases of academic dishonesty as they arise. This commitment rises out of our adherence to the six fundamental values of academic integrity as put forth by the International Center for Academic integrity. They include honesty, trust, fairness, respect, responsibility, and courage.

Function:

The Office of Academic Integrity at George Mason University is seeking a graduate assistant to assist the office in performing the duties of the Office of Academic Integrity. It is hoped that the experience with this assistantship will help prepare the graduate student for a career in student behavior management.

Required Skills/Qualifications:

- *Must be enrolled in 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 be able to adhere to FERPA regulations and maintain strict confidentiality with regard to student educational records.*
- *Must take initiative and utilize creative thinking skills in order to complete tasks*
- *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.*

Position Responsibilities:

- Maintain records of academic integrity cases, including processing referrals in online database
- Process incoming prehearing resolution forms, initiating email exchanges with the referred student and referring professor.
- Process sanction course enrollment and track completion, providing updates to the central database
- Assist in developing educational outreach efforts about the Honor Code and issues of academic integrity for the campus community
- Attend staff meetings
- Assist with marketing and outreach efforts for the Office of Academic Integrity
- Assist with data analysis and report development

In addition to duties with the Office of Academic Integrity, the graduate assistant will have the opportunity to provide support and assistance to the Office of Student Conduct in similar measure.

Time Commitments:

The Graduate Professional Assistant position is designed for a 20 hour per week work commitment.

Compensation:

- The Graduate Professional Assistant position will consist of the following compensation package;
 - GPA stipend, \$16,000.00, will be paid on the 1st and 16th of the month for the duration of employment contract period;
 - Tuition grant up to 6 graduate credits at the in-state rate, not to exceed \$4,800.00 per semester;
- The GPA position is a 9-month contract, August 25, 2020 – May 24, 2021 with the possibility of renewal for a second academic year.
- All information, including rules and regulations, regarding all graduate assistantship can be located on the Provost office Graduate Education website: <https://provost.gmu.edu/academics-and-research/graduate-education/graduate-student-appointments-fellowships>

To apply:

To apply for this position, please do so by:

Submitting a letter of interest, resume, and three professional references by April 9, 2021 to:

Amanda Ogisi
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