



POSITION POSTING
Graduate Professional Assistant
Quill Camp & Mason Reads
New Student and Family Programs

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

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:

- 1.) **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.
- 2.) **Focus on Learning:** Facilitating learning experiences that help us to understand and educate our target audiences.
- 3.) **Innovation:** Functioning proactively and creatively in addressing complex issues related to student transitions.
- 4.) **Excellence through Collaboration:** Working enthusiastically with colleagues across campus to provide high-quality programs.
- 5.) **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 Director in delivering current programs and services, along with aiding in the creation and implementation of new programs. This is one of two GPA positions that will report to the Associate Director of New Student Programs and will have some functional oversight of the work of the Student Coordinators and Quill Camp Counselors on relevant projects.

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 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:

- Prior experience planning programs or events
- Prior experience working in higher education and with students
- Prior 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.
 - Implement the program marketing plan to promote student participation.
 - Coordinate the registration and scholarship process for camp participants.
 - Administer program assessments and create reports to demonstrate student learning.
 - Supervise undergraduate Quill Camp Coordinators to implement program planning and logistics.
- **Mason Reads programmatic support (20%)**
 - In collaboration with the program leads, support programming for Mason Reads, common-reads program for first-year students
 - Aid in the development of an evaluation plan, facilitate data collection, and assist in the analysis of the assessment of the Mason Reads program.
 - Develop and manage relationships with key university partners to facilitate programs themed around shared learning outcomes
- **Other duties, as assigned by Associate Director (10%)**
 - Support other new student 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. At times, the work may require extended hours and/or night and weekend work hours.

Due to the timing of the Quill Camp program, preference will be given to applicants who are available throughout the summer to support program execution.

Compensation:

- The Graduate Professional Assistant position will consist of the following compensation package;
 - GPA stipend, \$21,350, 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 (fall and spring only);
- The GPA position is a **12-month contract**, August 25, 2021 – August 24, 2022, 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:

Applications will be accepted on a rolling basis. For best consideration, please apply by Friday, April 9th, 2021. To apply for this position, please submit a letter of interest, resume, and three professional references via email to:

Samantha Greenberg

Associate Director of New Student Programs

New Student and Family Programs

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<http://ofps.gmu.edu>