



POSITION POSTING

Graduate Professional Assistant Graduate Assistant for Residential Academic Engagement Housing and Residence Life

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

Housing and Residence Life at GMU provides a safe inclusive community-oriented environment that supports academic excellence, fosters personal growth and champions the

well-being of residents, through collaboration and intentional programming, to ensure their success at Mason and beyond.

Function:

The Graduate Assistant for Residential Academic Engagement is a 9-month staff member who supports academic initiatives and Learning Communities in the residence halls. The primary responsibilities include providing assistance to the Residential Academic Engagement team in managing crucial processes, assisting in the creation of marketing and recruitment materials, and communicating with various stakeholders.

Required Skills/Qualifications:

- *Must have a Bachelor's degree*
- *Must be accepted to one of George Mason University's Graduate Programs prior to the start of the position*
- *Must have strong leadership, administrative, and interpersonal skills*
- *Must exhibit professionalism and the ability to work successfully within a team*
- *Must possess strong written and verbal communication skills*
- *Must have an ability to relate to people from diverse backgrounds.*
- *Must be available and accessible for the time commitment involved.*
- *Preference will be given to candidates with prior residence hall or leadership experience at the undergraduate level.*

Position Responsibilities:

The Graduate Assistant for Residential Academic Engagement at George Mason University contributes to the mission of Housing and Residence Life. Responsibilities fall into the categories of Marketing and Promotion, Program Support and Development, Professional Relationships, and Administrative Duties to include, but not limited to:

- Marketing and Promotion
 - Work collaboratively with the Communications and Marketing team on various recruitment and marketing projects
 - Create effective marketing materials for Learning Community initiatives including flyers, handouts, social media content
 - Assist with Learning Community recruitment and promotion efforts including attendance at events such as Spotlight Days, Fall Premiere, Spring Preview and coordinating student staff participation
- Program Support and Development
 - Support large-scale initiatives and events coordinated by Housing and Residence Life
 - Support Learning Community-wide and Learning Community specific programs through planning, promotion, and attendance (when required)
 - Support Learning Community processes such as first-year and upper-level recruitment and assignments, program tracking, and LC RA training and development
 - Assist in the assessment and data management for Learning Community programs

- Professional Relationships
 - Maintain positive working relationships and communication with professionals within the department of Housing and Residence Life
 - Maintain positive working relationships and communication with unit team, peers, and stakeholders
 - Maintain positive working relationship and communication with direct supervisor
- Administrative Duties
 - Manage the Learning Community inbox and respond to emails in a professional and timely manner
 - Effectively balance multiple priorities relating to being a graduate assistant while maintaining personal well-being
 - Complete projects in a professional and timely manner
 - Serve as needed on departmental committees relating to academic initiatives in residence life
- Other
 - Other duties as assigned by the Assistant Director of Residential Academic Engagement, or designee

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 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 10, 2021 – May 9, 2022** with the possibility of renewal for a second academic year.
 - *Training: Training for this role will begin August 2nd, 2021. This position will be paid hourly from August 2nd, 2021 to August 9th, 2021 for their training.*
- 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 23rd, 2021 at 9:00AM** to:

Christian Rafael Suero
Assistant Director for Staff Development, Engagement, and On-Boarding
Housing and Residence Life
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