



POSITION POSTING

Graduate Professional Assistant Graduate Assistant for Residential Student Engagement – Student Involvement 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 Student Engagement - Student Involvement is a 9-month staff member who promotes residential community development through social, cultural, and educational initiatives and activities. The primary responsibilities include initiating, implementing, maintaining and evaluating efforts in the residential area that will result in social, cultural, and educational growth for the individual student and the entire living community. This position reports to the Assistant Director for Residential Student Engagement - Student Involvement. This position is a shared position working with both Housing and Residence Life and Student Involvement at George Mason University.

Required Skills/Qualifications:

- Must be enrolled in one of George Mason University's Graduate Programs (not provisional admission) and have earned a Bachelor's degree
- Must have strong leadership 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 experience with event planning and management, leadership development and training, and staff supervision.

Position Responsibilities:

The Graduate Assistant for Residential Student Engagement – Student Involvement at George Mason University contributes to the mission of Student Involvement and Housing and Residence Life. Responsibilities fall into the categories of Program Development, Departmental Responsibilities, Student Development, and Administrative Duties to include, but not limited to:

- Residential Student Engagement – Student Involvement:
 - Develop, promote, and execute initiatives and events, with a focus on the residential student population, in conjunction with the Assistant Director for Student Involvement and Residential Student Engagement, and Patriot Activities Council;
 - Coordinate marketing materials and strategies for all initiatives and programs planned by the Assistant Director for Student Involvement and Residential Student Engagement;
- Committee Involvement
 - Serve in an advisory role to Patriot Activities Council student leaders focused in the areas of marketing, program development, and execution;
 - Serve on the Residential Curriculum committee;
 - Serve on the Residential Student Engagement Committee;
- Programming:
 - Serve as a primary point of contact and provide oversight and assistance to large-scale Housing and Residence Life and collaborative programs in the Ridge

- and throughout the residential communities. Responsibilities may include marketing, communications, vendor and performer contracting, purchasing, risk management, and assessment;
- Support all large-scale initiatives and events coordinated by Housing and Residence Life, including residence hall opening & closing, Welcome2Mason, Homecoming, and all other initiatives, as designated by the Assistant Director for Student Involvement and Residential Student Engagement;
 - Engage with various campus partners and the University Life division through participation in annual large-scale trainings, events, and committees, such as Homecoming, Pride Week, I-Week, etc.;
 - Other
 - Other duties as assigned by the Assistant Director for Student Involvement and Residential Student Engagement or designee;

Time Commitments:

The Graduate Professional Assistant position is designed for a 20 hour per week work commitment. The Graduate Assistant for Residential Student Engagement – Student Involvement is expected to spend at least 50% of their weekly hours advising PAC, 25% attending various meetings, and 25% in miscellaneous projects/events. During the academic year, extended hours, as well as night and weekend hours, will occasionally be required.

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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