



## POSITION POSTING

### Graduate Professional Assistant Graduate Assistant for Student Success and Programming Contemporary Student Services

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#### **UNIVERSITY LIFE:**

*We prepare Mason students for the demands of work, social responsibility, and life in an ever-changing global society.*

*Through a range of direct services and programs, University Life supports every student at Mason from orientation through graduation. University Life creates purposeful learning environments, experiences, and opportunities that energize all students to broaden their capacity for academic success and personal growth. Through our innovative programs, partnerships, and services, students discover their unique talents, passions, and place in the world.*

#### **Mission Statement**

*Contemporary students are students who have had more experiences than most college students in their lives before coming to Mason. They have been working professionals, have families, and so much more. They may have experienced things a lot of other students haven't, like – being in the foster care system or in the military. They are students who don't always see themselves reflected or fully supported in college outreach materials or campus programming. The mission of Contemporary Student Services is to disrupt normative views and systemic obstacles of higher education to amplify the success of contemporary college students at Mason.*

#### **Function:**

*Reporting to the Assistant Director of Contemporary Student Services, the Graduate Assistant is responsible for implementing initiatives that are geared toward increasing student success and retention of contemporary students. This includes three main components of:*

- (1) create and implement programming for transfer students*
- (2) benchmark best practice institutions on contemporary student populations and stay informed on recent research in transfer/contemporary student success*

*(3) website upkeep and communications for contemporary populations*

**Position Learning Outcomes:**

*Reporting to the Assistant Director of Contemporary Student Services, the Graduate Assistant is responsible for implementing initiatives that are geared toward increasing student success and retention of contemporary students. This includes three main components of:*

*(1) Recognize the diversity of the student body at Mason*

*(2) Understand the intersectionality of student identities*

*(3) Create personalized resources for a diverse student population using an intersectional lens*

*(4) Professional experience working collaboratively with campus partners on new initiatives*

**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 have a desire to assist students in transition*
- *Must have basic tech skills*
- *Must be available and accessible for the time commitment involved.*

**Position Responsibilities:**

**Transfer Student Programming and Support (40%)**

- *Create and execute interventions, programs, and initiatives for transfer students*
- *Assess student interactions to determine needs of transfer students*
- *Create and execute outreach targeted at transfer students, including Welcome2Mason, National Transfer Student Week, and Orientation*
- *In coordination with the Off-Campus Advisors (Contemporary Student Advisors), create and execute a plan for outreach to transfer students including but not limited to social media, listservs, and other outreach tools*
- *Co-lead Tau Sigma, the national transfer student honor society*
- *Co-lead the Contemporary Student Advisory Board*

Website Support (40%)

- Update and maintain current resources for contemporary student populations, including transfer students, and faculty and staff resources.

Administrative and Research Initiatives (20%)

- Benchmark best practice institutions for transfer students and early outreach initiatives
- Actively participate in regular meetings with supervisor and staff members
- Assist in the creation of an end-of-year report and future recommendations

University Life and Mason Community Initiatives (10%)

- Serve on committees and other projects as assigned by the Assistant Director
- Attend and actively participate in University Life, and intra-divisional, staff meetings
- Other duties as deemed appropriate by supervisor

**Time Commitments:**

The Graduate Assistant will work an average of 20 hours per week. The GA will not be required to work student holidays but should be available to return two weeks before the start of each semester.

**Compensation:**

- The Graduate Assistant position will consist of a minimum of \$16,000.00 compensation package;
- GA stipend will be paid on the 1<sup>st</sup> and 16<sup>th</sup> of the month for the duration of employment contract period;
  - Stipend amounts are determined by the Provost Office Graduate Education according to student degree status: <http://provost.gmu.edu/wp-content/uploads/Compensation-Rates-and-Appointment-Dates-for-GTAs-GPAs-and-GRAs-AY-2016-17.pdf> ;
- The remaining balance of the total compensation can be allotted as a tuition grant to offset tuition costs;
- Hours worked over 20 each week will be compensated through an hourly rate of \$15/hr, up to 29 total hours.
- The GA position is a 10-month contract, August 24, 2017 – May 24, 2018. Work completed before August 24, 2017, will be paid at an hourly rate of \$15/hr.

**To apply:**

To apply for this position, please do so by:

Submitting a letter of interest, resume, and three professional references by May 17 for priority consideration to:

Shyama Kuver  
Assistant Director

*Contemporary Student Services*  
*skuver@gmu.edu*  
*contemporary.gmu.edu*