POSITION POSTING

Graduate Professional Assistant
Student Success
Mason Care Network

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.

University Life Vision:
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: Mason Care Network
The Division of University Life’s Mason Care Network is a hub for student engagement for all new freshman and transfer students. The Mason Care Network increases the retention rate and academic
success of incoming students by helping students set and achieve academic, career, and personal goals and connecting students to campus and community resources. The Mason Care Network provides incoming students access to ongoing mentoring, advising, and coaching from professional and student staff that maintain university-wide and college-specific knowledge to ensure the success of Mason’s incoming student populations.

**Function:**
Reporting to the Assistant Director for Training and Student Engagement, the GPA for Student Success position is a part-time para-professional position that supports success coaching and student success initiatives of the Mason Care Network and University Life.

**Required Skills/Qualifications:**
A successful candidate for the Graduate Professional Assistant for Student Success position at George Mason University will possess prior student leadership and engagement experience in a university setting. The candidate must have earned a bachelor’s degree and be enrolled in a graduate program at George Mason University. Candidates must demonstrate leadership, communication, program development, and administrative skills in their previous experience. The successful candidate must:
- Be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate;
- Have exceptional interpersonal, oral and written communication skills;
- Have highly developed organizational management and problem-solving skills;
- Work accurately and efficiently in order to meet a multitude of deadlines and responsibilities;
- Work well in a team environment and independently;
- Take initiative and utilize creative thinking skills in order to coordinate programs and initiatives and consider multiple issues, needs, possibilities, etc.;
- Have an ability to relate to people from diverse backgrounds;
- Exhibit exceptional professionalism and a strong work ethic;
- Be available and accessible for the time commitment involved.

**Position Responsibilities:**
Success Coaching – 30%
- Establishing a strong relationship with key stakeholders in the Mason Care Network and University Life units by maintaining a substantial presence and collaborating to refer student to services to aid in student success.
- Provide holistic support for their assigned caseload of incoming transfer students in their first year and available for the duration of students’ time at Mason as needed by using the university’s chosen methodology in the eight focus areas of development (academics and major fit, school community, managing commitments, effectiveness, commitment to graduation, career exploration, finances, and health and support).
- Assist with students’ career exploration and major fit processes to achieve academic and career goals, as well as identify barriers to success and help students implement strategies to overcome them.
- Maintain university-wide and college-specific knowledge of relevant policies, procedures and resources for transfer students.
- Monitors student progress and performance, analyzes problem areas, determines solutions and conducts intervention activities and processes for students
- Meet with and provide success strategies to students; manage outreach and support efforts to students with a variety of academic and personal development skills necessary to achieve student success
- Assist and support all retention related efforts to support success and retention efforts, while implementing interventions to improve student retention.
Engagement – 10%

- Assist with the planning, promotion, and execution of engagement opportunities within the Mason community.
- Contribute to key institutional programs and initiatives related to the transition and success of transfer students.
- Success Coaches collaborate with academic advisors and other university stakeholders to support student success. May manage operation of assigned programming to support students and other duties as assigned.
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- Follow-up with at-risk/interventions for students identified in the Patriot Success Survey, and other relevant student surveys.

Additional Responsibilities – 10%

- Perform various other duties as deemed appropriate by the employee’s supervisor or their superiors.
- Provide support to student success initiatives within the Mason Care Network.
- Engage in biweekly 1:1 meeting with the Assistant Director for Training & Student Engagement, and monthly 1:1 meeting with the Director of the Mason Care Network.
- Serve on committees and other projects as assigned by the direct supervisor.
- Other duties as deemed appropriate by supervisor.

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 will range from $16,000.00 (9 month) - $21,350.00 (12-month), 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;
- 9 or 12-month contracts are available to successful candidates with the possibility of renewal for summer and/or 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](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 **Wednesday, April 21, 2021 at 5:00pm** to:

TJ Pegg  
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Mason Care Network  
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