

## **POSITION POSTING**

### **Graduate Professional Assistant Well-Being Program Coordinator Center for the Advancement of Well-Being**

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#### **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**

The mission of the Center for the Advancement of Well-Being (CWB) is to catalyze human well-being by promoting the science and practices that lead to a life of vitality, purpose, resilience, and engagement. As an interdisciplinary center at George Mason University, we are dedicated to helping individuals and organizations thrive in a world of complexity and uncertainty.

### **Function:**

This position will support the mission of the Center for the Advancement of Well-Being by working on student-facing programming, resources, events, and outreach for the university's well-being initiatives. Responsibilities will include assisting with program coordination for the Mason Chooses Kindness initiative, introductory well-being workshops, Spring Into Well-Being, etc. They will work with the center's university partners to engage students and will aid in social media and other marketing efforts. This position will also support the Resilience Badge program pre-post assessment processes and live workshop sessions. This position will be also assist with conducting well-being needs assessments (surveys and focus groups) and representing the center at various events.

### **Required Skills/Qualifications:**

- Enrolled in one of George Mason University's Graduate Programs (not provisional admission)
- Knowledge of the science of well-being and supporting practices
- Exhibits exceptional professionalism and a strong work ethic
- Ability to relate to people from diverse backgrounds.
- Reliable, responsible, and self-motivated
- Strong written and verbal communication skills
- Takes initiative and utilize creative thinking skills in order to coordinate programs and initiatives and consider multiple issues, needs, possibilities, etc.
- Ability to work independently and interdependently
- Experienced in a range of technologies and social media platforms

### **Position Responsibilities:**

- Support the center's programs and events and the center's role in advancing well-being programs and resources for the Mason community with a focus on student programs and resources
- Become familiar with the science of well-being, well-being, and supporting practices
- Assist in developing and coordinating student well-being programs (MCK, well-being introductory workshops, Spring Into Well-Being, etc.)
- Conduct well-being needs assessments (surveys, focus groups)
- Assist with Resilience Badge coordination, including pre-post assessment process
- Perform/support program evaluation and assessment activities
- Actively participate in staff meetings and appropriate professional development opportunities

- Perform outreach, facilitate workshops, and represent and promote CWB at large scale events

**Time Commitments:**

The Graduate Professional Assistant position is designed for a 20 hour per week work commitment.

**Compensation:**

- The Graduate Professional Assistant position will consist of the following compensation package;
  - GPA stipend, \$16,000.00, will be paid on the 1<sup>st</sup> and 16<sup>th</sup> 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 25, 2021 – May 24, 2022
- 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:

Submit a letter of interest, resume, and three professional references (include names, titles, organizations, phone, and email information) by May 17, 2021.

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