POSITION POSTING
Graduate Professional Assistant
Community Standards
Housing & 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.

Housing & Residence Life 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.

Responsibilities:
The Graduate Assistant of Community Standards is a 9-month position, with the opportunity for continued work during the summer of 2023. The primary responsibilities include the implementation of a robust student accountability program
focusing on the residential student population. This role facilitates individual awareness around decision making and promotes responsibility, courteous living, and community accountability.

A Graduate Assistant of Community Standards at George Mason University contributes to the shared mission of the Housing and Residence Life and the Office of Student Conduct in conduct case resolution. Responsibilities fall into the categories of Case Adjudication & Management, Education, and Administrative Operations, though not limited to:

**Case Adjudication & Management (75%)**
- Adjudicate cases involving potential policy violations through the conduct process
- Manage cases involving potential policy violations in a timely manner by relying on the conduct process timeline

**Education (15%)**
- Participate in the management of Community Standards Sanction Courses
- Instruct pre-designed Community Standards Sanction Courses using two methods of delivery: face-to-face instruction (when available) and synchronous online instruction via Blackboard
- Collaborate with residential staff to develop trends-based programming and initiatives
- Support the Auto-Responsibility Conduct Process

**Administrative Operations (10%)**
- Manage communication with students through the conduct e-mail system
- Ensure accurate preparation and maintenance of student records electronically
- Other duties as assigned

**Qualifications:**
A successful candidate for the Graduate Assistant of Community Standards position with Community Standards at George Mason University will have earned a Bachelor’s degree and be accepted to a Graduate Program at George Mason prior to the start of the position. This position requires the candidate to actively take part in the growth and advancement of Community Standards. Preference will be given to candidates with prior Residence Life experience as well as studies in the following academic disciplines: Conflict Analysis & Resolution, Education, Social Work, or related disciplines.

**Time Commitments:**
The Graduate Assistant position is designed for 20 scheduled office hours per week. During peak times in the academic year, extended hours may be required. The anticipated start date for this position is August 25, 2022.

**Compensation:**
The Graduate Professional Assistant position will consist of the following compensation package:
- GPA (Graduate Professional Assistant) stipend, $17,640.00, will be paid on the 1st and 16th of the month for the duration of employment contract period.
- Tuition grant up to 9 graduate credits at the in-state rate, not to exceed $6000 per semester.
- Accommodation will be provided to include a single room in the Angel Cabrera Global Center and academic year meal plan.
- The GPA position is a 9-month contract, August 25, 2022 – May 24, 2023, with the possibility of renewal for a second academic year.
  - The start date for this role will be August 9, 2022. The selected candidate will be paid at an hourly rate of $15 for work completed between August 9, 2022 – August 24, 2022.
- All information, including rules and regulations, regarding all graduate assistantships 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 for priority consideration, please do so by submitting a cover letter, resume, and 3 professional references by **3pm on March 25, 2022** to:

Meeghan Milette  
Associate Director Professional Development  

Email: mharrin8@gmu.edu