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.

Contemporary Student Services 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 Professional 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 Coordinator of Contemporary Student Services, the Graduate Professional 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

Administrative and Research Initiatives (30%)
- 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 (20%)
- 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

Website Support (10%)
- Update and maintain current resources for contemporary student populations, including transfer students, and faculty and staff resources.

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 Professional Assistant position will consist of the following compensation package:
  - GPA stipend will range from $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 6 graduate credits at the in-state rate, not to exceed $4,800.00 per semester;
- The GA position is a 9-month contract, August 10, 2022 – May 9, 2023.
To apply:

To apply for this position, please do so by:

Submitting via email a letter of interest, resume, and three professional references by April 11th to:

Shyama Kuver  
Associate Director  
Contemporary Student Services  
skuver@gmu.edu  
contemporary.gmu.edu

SUBJECT: GPA Application