



Student Success Coaching

POSITION POSTING

Graduate Professional Assistant Student Engagement 2022-2023 Academic Year

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.

About the Student Success Coaching unit:

The Division of University Life's Student Success Coaching unit is a hub for student engagement for all first-year freshman and transfer students. The Student Success Coaching unit promotes increasing the retention rate of incoming students by connecting students to campus resources and helping students set and achieve academic, career, and personal goals. The unit provides incoming students access to ongoing mentoring, advising, and coaching from professional and student staff that maintains university-wide and college-specific knowledge to ensure the success of Mason's incoming student populations.

Function:

Reporting to the Assistant Director for Training & Student Engagement, the Graduate Professional Assistant for Student Engagement position is a part-time para-professional position that supports success coaching, Patriot Experience program, and student success initiatives of the Student Success Coaching unit and University Life.

Required Skills/Qualifications:

A successful candidate for the Graduate Professional Assistant for Student Engagement 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 for this position will:

- 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.;
- Exhibit exceptional professionalism and a strong work ethic;
- Be available and accessible for the time commitment involved.
- Ability to work to meet deadlines, work accurately and quickly with attention to detail and be able to manage multiple complex programs and projects simultaneously
- Ability to work with a culturally and ethnically diverse population of students, faculty, and staff
- Ability to work evening and weekend hours, particularly in the summer

Position Responsibilities:

- Assist the Patriot Experience team with the overall development, implementation and management of the co-curricular program at George Mason University
- Provide direct training, coaching, and supervision to the Engagement Assistant for the Patriot Experience program.
- Serve as the lead Patriot Experience point of contact for Mason 360 including usability testing, sitting in committee meetings, reporting findings, developing training, data analysis, and related tasks.
- Collaborate with the Patriot Experience team on the daily management of Patriot Experience co-curricular submissions and participation through the Mason 360 system
- Assist with the Patriot Experience Meet and Greet efforts
- Provide on-going training and support to campus partners in University Life related to their involvement in the Patriot Experience, including use of the Mason 360 system, branding and marketing of programmatic offerings, etc.
- Contribute to the evaluation of the Patriot Experience by developing assessment tools and hosting focus groups for student users and University Life Staff Teams, and other key stakeholders involved in the development and implementation of the program.

- Assist with on-going benchmarking and best practices research of co-curricular programs at other institutions
- Oversee the daily operations of Patriot Experience outreach and marketing, including all social media platforms and on-going communication with Patriot Experience student participants
- Support the coordination and development of unit wide engagement opportunities for the Student Success Coaching unit.
- Manage and maintain the Student Success Coaching group on Mason 360.
- Ensure that all Student Success Coaching events track student participation in both Mason 360 and Navigate platforms.
- Oversee the daily operations of Patriot Experience outreach and marketing, including all social media platforms and on-going communication with Patriot Experience student participants
- Represent the Patriot Experience and Student Success Coaching at various new student programming and engagement events including orientation, Welcome2Mason, and large campus programs
- Serve on committees and other projects as assigned by the Assistant Director of Training and Student Engagement.
- Other duties as assigned by Assistant Director of Training and Student Engagement.

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 to meet the needs of the Student Success Coaching unit, Patriot Experience, and University Life

Compensation:

- The Graduate Professional Assistant position will consist of the following compensation package;
 - GPA stipend will range from \$17,640.00 (9 month) - \$23,539.00 (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.
- PHD Students: Higher compensation package available with health care coverage provided by the Provost's office.
- 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 submitting a letter of interest, resume, and three professional references in one (1) PDF file by **Friday, March 25, 2022 at 12:00pm** to:

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 Student Success Coaching & Patriot Experience
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