JOB POSTING
Graduate Professional Assistant
Student Engagement for Racial Justice
Center for Culture, Equity, and Empowerment

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.

CENTER FOR CULTURE, EQUITY, AND EMPOWERMENT

The Center for Culture, Equity, and Empowerment (CCEE) leverages programs and services focused on advocacy and direct student support to strengthen equity and inclusion at George Mason University. Our advising fosters opportunities for identity development, cross-cultural engagement, and inclusive learning communities, affirming the indivisible aspects of all our identities.

STUDENT ENGAGEMENT FOR RACIAL JUSTICE

The Student Engagement for Racial Justice (SERJ) team supports campus and student engagement for students who are historically underrepresented in higher education and their allies. Through the use of an intersectional lens, the team creates programs that advance the use of equitable practices in the university setting while providing personal identity and leadership development for all students on Mason’s campus. Graduate Professional Assistants report to an Assistant Director within the Student Engagement for Racial Justice team and contribute through the creation and execution of programs and initiatives and
direct student and student organization support. The Graduate Professional Assistants (GPAs) will work independently on programs and as relevant, work collaboratively to execute the programs and initiatives noted below in the Position Responsibilities. In addition, the GPAs will assist in planning and leading SERJ team meetings and CCEE all-staff meetings and retreats, serve as student mentors and advisors, committee members as opportunities arise, and provide support as appropriate for other teams and the department overall.

**POSITION RESPONSIBILITIES**

The program portfolio for the GPAs will be focused on serving the following racial and ethnic student populations:

- Asian American and Pacific Islander (AAPI)
- Black and African
- Hispanic/Latinx
- Native American and Indigenous (NIA)
- Southwest Asian and North African (SWANA)

**Program Development and Event Management**

- Program Portfolio will include the following initiatives and will be divided based on the interests of the hired GPAs and needs of the SERJ team:
  - Heritage Months [Five: AAPI, Latinx, NIA, Black/African, and SWANA]
  - Graduation Celebration Events
  - Student Organization leadership retreat
  - SERJ newsletter
  - And all other programs and events as assigned or developed.
- Leads planning for all aspects of heritage months, community-wide leadership programming and retreats, tabling, and events.
- Co-coordinates with the SERJ professional staff on– rapid support and processing/dialogue spaces, collaboration with other student programmers, departments, and faculty to create meaningful spaces for community building, engagement, identity development, and healing.
- Supports the development and facilitation of anti-oppressive and liberatory curricula and materials for Mason community members, especially for the identity development of students of color.
- Builds and maintains positive relationships and opportunities to engage with campus partners through cross-collaboration efforts, serving on committees, initiating meetings, etc.
- In coordination with and directed by supervisor, participates and attends organizational meetings, conferences, on and off campus, related to the work of SERJ and CCEE.
- Gains and maintains overall knowledge of SERJ, CCEE, University Life, and George Mason University.

**Student Advising**

- Collaborates with SERJ professional staff to advise representatives of affiliated Recognized Student Organizations (RSOs), unofficial student groups affiliated with SERJ (including APAC, BLACC, NAIA, HLLA, etc.), and any student leaders that identify as part of GMU’s racial/ethnic minority and allies (e.g., periodic attendance at general body meetings, scheduling regular one-on-one meetings with leaders, attending major events, and assist organizations with developing and achieving goals).
- Supports student leaders learning about navigating coalition building, university policies, and connections to campus resources.
- Builds relationships and bridges within and across all communities of color.
Outreach

- Establishes connections with students within and outside assigned advising and supervisory responsibilities.
- Represents SERJ and CCEE at various campus events and outreach activities, responding to requests for interviews, class/organization presentations, tabling, and research opportunities.
- Creates and submits marketing requests for social media, newsletters, and other communications.
- In collaboration with the marketing team, manages the promotion of SERJ programs and events using social media channels, print material, and other forms of appropriate communication to the campus community.

Research and Benchmarking

- Uses appropriate assessment methods to regularly track, document, and evaluate program effectiveness to determine impact and ensure initiatives center and support the needs of our communities of color.
- Engages in benchmarking to ensure programs, initiatives, and advising approaches are impactful, innovative, and meet the needs of communities of color.

REQUIRED SKILLS/QUALIFICATIONS

- Must be enrolled (or accepted) as a full-time student in one of George Mason University’s graduate programs
- Excellent organizational, interpersonal, and communications skills (written and verbal)
- Must have knowledge of, experience with, and/or commitment to equity, anti-racism, and anti-oppressive advocacy
- Experience or interest working with students in a human service or social justice environment
- Demonstrated experience with various phases of program planning, development, and assessment
- Ability to see and value the humanity of people
- Must be reliable, responsible, and self-motivated
- Demonstrated proficiency in word-processing, e-mail management, database, publishing software, and/or WordPress content management system
- Experience with utilizing social media for outreach and engagement
- Must be available and accessible for the time commitment involved

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. The GPA position is a 9-month contract, August 25, 2022 – May 24, 2023, with the possibility of renewal for a second academic year.

COMPENSATION:

- The Graduate Professional Assistant position will consist of the following compensation package;
  - GPA 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 6 graduate credits at the in-state rate, not to exceed $4,800.00 per semester;
- 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 1 pdf file by (April 1, 2022) to:
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