POSITION POSTING
Graduate Professional Assistant
Graduate Student Engagement
Graduate Student 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.
**Graduate Student Life Mission Statement:**
Graduate Student Life is dedicated to supporting the success and well-being of Mason graduate students by:

- Providing community-building, professional development, and personal development programs
- Connecting graduate students to campus resources
- Identifying and advocating for graduate student needs

**Function:**
The Graduate Professional Assistant for Graduate Student Engagement provides leadership and program support to Graduate Student Life, focusing on engaging graduate students through programming and communications. The Graduate Professional Assistant assists with program planning and coordination in support of co-curricular experiences of graduate students and is responsible for maintaining and enhancing the Graduate Student Life website, social media, and the Mason Grad Insider blog. The Graduate Professional Assistant assists in building a strong graduate community, focusing on well-being, professional development, diversity and inclusion, and academic success. In addition, the Graduate Professional Assistant prepares promotional materials and oversees communications and marketing about programs and services using web, social media, mailing lists/listservs, and other outlets. The Graduate Professional Assistant reports to the Assistant Director of Graduate Student Life.

**Position Responsibilities:**

- Plan, implement, and evaluate community building, well-being, diversity and inclusion, professional development, and personal development programs for graduate students, in collaboration with Graduate Student Life staff (see [https://graduate.gmu.edu/grad-life/graduate-student-life-events](https://graduate.gmu.edu/grad-life/graduate-student-life-events) for recent events)
- Build and maintain collaborative relationships with partners, including the Provost’s Office; University Libraries; University Career Services; Learning Services; Outdoor Adventures; Mason Recreation; Center for Culture, Equity, and Empowerment; First-Gen+ Center; LGBTQ+ Resources Center; Counseling and Psychological Services; Center for the Advancement of Well-Being; University Life regional campuses; and other University Life, academic, and administrative units
- Coordinate and co-lead Graduate Outdoor Adventure trips in collaboration with Mason Recreation: Outdoor Adventures
- Edit, manage, write, and publish posts for the Mason Grad Insider blog ([https://graduate.gmu.edu/grad-life/mason-grad-insider](https://graduate.gmu.edu/grad-life/mason-grad-insider))
- Promote graduate student engagement via online communications for Graduate Student Life, including managing and updating the website ([https://graduate.gmu.edu/graduate-student-life](https://graduate.gmu.edu/graduate-student-life)), the semimonthly Graduate Student Life email newsletter, and social media accounts (Instagram, Twitter, and Facebook)
- Serve as a campus resource for graduate students
- Collect, analyze, and report data to identify student needs and interests and to assess current programs, services, and communications. Use data to inform program and service improvements.
- Support orientations and other graduate student events and activities, working and coordinating with University Life and academic units, the Graduate and Professional Student Association (GAPSA), and other graduate student organizations
• Create various promotional materials, including event flyers/graphics; communicate with students and colleagues; assist in maintaining mailing lists and other communications and social media outlets
• Assist with ongoing creation and implementation of strategic goals for Graduate Student Life
• Support strategic goals and priorities of University Life
• Other duties as assigned

**Required Skills/Qualifications:**
• Must be enrolled full-time in one of George Mason University’s graduate degree programs (not provisional admission)
• Must exhibit exceptional professionalism and a strong work ethic
• Excellent organizational, interpersonal, and communication skills (written and verbal)
• Experience working with clients (preferably students) in a service-oriented environment
• Ability to relate to people from diverse backgrounds while creating an inclusive environment
• Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate
• Must have experience coordinating programs and services that demonstrates use of initiative, creativity, problem-solving, and consideration of multiple issues, needs, and possibilities
• Demonstrated proficiency in Microsoft Word, Excel, PowerPoint, and Outlook
• Experience with utilizing social media outlets for outreach and engagement
• Must be available and accessible for the time commitment involved
• Experience with graphic design (such as Canva, Adobe Photoshop, etc.)
• Experience with creating and revising content for websites and with using website content management systems

**Preferred Qualifications:**
• Experience with developing, implementing, and assessing marketing or communications campaigns
• Knowledge of and experience with using Drupal
• Experience using Qualtrics

**Time Commitments:**
• The Graduate Professional Assistant position is designed for a 20-hour-per-week work commitment on average. At times, the work may require extended hours and/or night and weekend work hours.
• The position is a 12-month contract for the duration of the 2022-2023 academic year, beginning in August 2022 and ending in August 2023, with the possibility of renewal for a second academic year.

**Compensation:**
• The Graduate Professional Assistant position comes with a compensation package that includes:
  o A stipend of $23,539, which will be paid on the 1st and 16th of the month for the duration of employment contract period (12 months).
  o Tuition grant up to 6 graduate credits per semester (fall and spring) at the in-state rate, not to exceed $4,800.00 per semester.
• This compensation package applies to a 12-month contract beginning August 10, 2022 and ending August 9, 2023, with the possibility of renewal for a second academic year.
All information, including rules and regulations, regarding all graduate assistantship can be located on the Provost office Graduate Education website: [https://graduate.gmu.edu/financial-support/assistantships-lecturers](https://graduate.gmu.edu/financial-support/assistantships-lecturers)

To apply:
To apply, please submit a letter of interest, résumé, and names and contact information for three professional references via Handshake (strongly preferred; visit [https://careers.gmu.edu/handshake](https://careers.gmu.edu/handshake) and search for posting #6296727) or to the address listed below. Please include your graduate degree program and your expected date of graduation in your application materials. Please also include a sample of graphic design or marketing work (a maximum of three pages, total), if applicable.

For best consideration, please submit your application by April 22, 2022. Applications will be reviewed until a successful candidate is identified.

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