POSITION POSTING
Graduate Professional Assistant
Well-Being Graduate Assistant
University 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.
Mission Statement
As a Well-Being university, Mason helps students, faculty and staff build a life of vitality, purpose, resilience, and engagement.

Function:
A Well-Being university intentionally cultivates the knowledge and skills necessary for its members to thrive together. George Mason University and University Life are promoting and supporting Well-Being for students, faculty, and staff through educational, co-curricular, and professional development experiences. These experiences are designed to help individuals cultivate greater personal and community Well-Being. This position will report to Lewis E. Forrest, II, Associate Dean, University Life in support of these efforts.

Required Skills/Qualifications:
• Must be enrolled in one of George Mason University’s Graduate Programs (not provisional admission)
• Must have a positive outlook and 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 to coordinate programs and initiatives and consider multiple issues, needs, possibilities, etc.
• Must have an ability to relate to and work with individuals from diverse backgrounds.
• Must have the willingness and skill to co-facilitate small group workshops and/or focus groups.
• Must exhibit exceptional professionalism and a strong work ethic.
• Must be available and accessible for the time commitment involved.
• Knowledge of a variety of topics and practices related to Well-Being / Diversity, Equity, and Inclusion.
• Knowledge of website content editing and social media management. (Preferred)

Position Responsibilities:
• Assist with campus-wide Well-Being programming, to include furthering the connections between diversity, equity, and inclusion initiatives.
• Assist with programming execution and workshop facilitation (specifically CliftonStrengths, BurnAlong (well-being app) and Mason’s Resilience Badge program).
• Assist with marketing and promotion, to include use of social media.
• Assist with maintaining content of Well-Being related websites.
• Assist with assessment and reporting on the progress of Well-Being initiatives.
• Collaborate with Graduate Professional students in similar roles in other departments.

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.
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;
- The GPA position is a 9-month contract, August 25, 2022 – May 24, 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://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 by Monday, April 25, 2022 to:

Mr. Lewis E. Forrest, II  
Associate Dean, University Life  
Student Union Building One, Suite 4211  
4400 University Drive, MSN 2A4  
Fairfax, VA 22030  
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