



## Graduate Professional Assistant

### Residential Student Development Initiatives Housing and Residence Life

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#### **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**

Housing and Residence Life at GMU provides a safe inclusive community-oriented environment that supports academic excellence, fosters personal growth and champions the well-being of residents, through collaboration and intentional programming, to ensure their success at Mason and beyond.

**Function:**

The Graduate Assistant for Residential Student Development Initiatives is a 9-month staff member who supports the recruitment, training and development of undergraduate student staff and the implementation of retention and student success initiatives in the residence halls. The primary responsibilities include providing assistance to the Coordinator of Residential Student Development Initiatives in creating on-going training and development opportunities for student staff members, assisting with the implementation of the Residential Curriculum and developing services and programs to support early intervention and retention efforts.

**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
- Candidates must have strong leadership and interpersonal skills and must exhibit professionalism, and the ability to work successfully within a team
- 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 be available and accessible for the time commitment involved.
- Preference for candidates pursuing a Master's Degree in Higher Education and related fields (i.e., social work, sociology, etc.).

**Position Responsibilities:**

- Assist with the development, implementation and assessment of annual training programs for student staff members.
- Collaborate with the Coordinator of Residential Student Development Initiatives on all aspects of the annual student staff recruitment and selection process including marketing, communications, individual and group interview events, etc.
- Partner with the Assistant Director and Coordinator of Residential Student Development Initiatives in developing the UNIV 332: Peer Leadership for RAs course curriculum and managing logistical issues each semester
- Co-Instruct UNIV 332 in conjunction with another HRL professional
- Manage paperwork for student staff hiring, evaluations, disciplinary actions, and exiting. Follow up with supervisors and Human Resources regarding required paperwork and mandatory trainings as they pertain to departmental and university policies.
- Assist with planning and implementation of Residential Curriculum initiatives for first-year, upper division, and INTO Mason residential communities.
- Serve on committees and work groups to create and execute initiatives for residential students and student staff members including but not limited to Residential Curriculum, First-Year Interest Groups, Ongoing Staff Training, etc.
- Coordinate on-going professional and academic development opportunities for student staff members including workshops, campus events, online training resources, etc.
- Support all large-scale initiatives and events coordinated by Housing & Residence Life, including residence hall opening & closing, Preamble, Admissions events, etc.
- Actively support all Housing & Residence Life involvement with University Life initiatives such as the Patriot Experience, Student Success Coaching, etc.
- Other duties as assigned by the Coordinator of Student Development Initiatives.

### **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 anticipated start date for this position is September 26, 2022.***

### **Compensation:**

The Graduate Professional Assistant position will consist of the following compensation package;

- GPA stipend for 9 month contract \$17,640.00 (August 2022-May 2023), will be paid on the 1st and 16th of the month for the duration of employment contract period; Stipend will be prorated based on start date.
- Tuition grant up to 9 graduate credits at the in-state rate, not to exceed \$6000 per semester;
- Accommodations can be provided to include a single room in the Angel Cabrera Global Center and will receive funds within their stipend to cover the cost of the Freedom 350 Meal Plan which is required for on-campus graduate students.
- The GPA position is a 9-month contract, August 9, 2022 – May 24, 2023, with the possibility of renewal for a second academic year.
  - **Start Date:** September 26
- 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 **12:00pm on September 15, 2022** to:

Julianna Napiecek

Coordinator of Residential Student Development Initiatives

[Jnapiece@gmu.edu](mailto:Jnapiece@gmu.edu)

\*Applications will be viewed on a rolling basis. Interviews will take place September 16 & 17