



## **POSITION POSTING**

### **12 Month Graduate Professional Assistant LGBTQ+ Resources Center**

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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**

The LGBTQ+ Resources Center cultivates the success and well-being of queer, trans, non-binary, and questioning students, staff, and faculty. Our work is deeply collaborative and rooted in intersectional justice. We build identity-affirming programs, develop leaders, provide critical resources, and foster a culture of equity and allyship, at Mason.

## **Function:**

The Graduate Professional Assistant (GPA) for the LGBTQ+ Resources Center provides administrative and programmatic support to the LGBTQ+ Resources Center. The GPA assists with program planning, implementation, coordination, and assessment in support of co-curricular experiences of LGBTQ+ students. The GPA maintains office hours in the LGBTQ+ Resources Center suite and assists in building and strengthening Mason's LGBTQ+ communities, within the office and across campus. In addition, the GPA assists in overseeing communication about programs and services using web, social media, listservs, and other outlets. Lastly, the GPA will be integral to informal feedback processes and someone to whom students can share their interests, needs, preferences, and concerns. The GPA is supervised by the Associate Director of the LGBTQ+ Resources Center. The GPA assists with oversight of the LGBTQ+ Resources Center undergraduate student staff team and Center space.

## **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 LGBTQ+, gender, and/or social justice issues
- Experience or interest working with students in a human service or social justice environment
- Ability to relate to people from diverse backgrounds
- Must be reliable, responsible, and self-motivated
- Demonstrated proficiency in word-processing, e-mail management, data base, publishing software, and/or WordPress content management system
- Experience with utilizing social media for outreach and engagement
- Must exhibit professionalism and a strong work ethic
- Must be available and accessible for the time commitment involved

## **Position Responsibilities:**

### **Student Affairs Professional Experience**

- Serve on the LGBTQ+ Resources Center professional staff team. Attending staff meetings, small team meetings, large area meetings, and other meetings as assigned. Establishing connections with students within and outside assigned advising and supervisory responsibilities. Gain and maintain overall knowledge of the LGBTQ+ Resources Center, University Life, and George Mason University.
- In coordination with and directed by supervisor, participate in and attend programs, events, trainings, organizational meetings, and conferences, on and off campus, related to the work of the LGBTQ+ Resources Center.

## Leadership & Education

- Leading / co-leading a team of undergraduate student staff to provide regularly offered programs in the Center.
- Checking in with undergraduate student staff about ongoing projects and work tasks.
- Operating as an official liaison between the LGBTQ+ Resources Center and LGBTQ+-centric student organizations.
- Participate in the Safe Zone+ Program and join the facilitator team, co-facilitate Safe Zone+ workshops, and assist in preparing the materials for each Safe Zone+ workshop.

## Program Coordination

- Co-coordinate, with the Associate Director, either the LGBTQ+ Peer Mentoring Program or the LGBTQ+ Learning Community, which both provide opportunities for queer, trans, non-binary, and/or questioning students at Mason to connect with critical community resources. Coordination will include training, support, and oversight of the student staff, engagement with participants, collaboration with student programmers, community partners, and faculty in delivering meaningful opportunities for engagement, and use of appropriate assessment methods to understand and communicate impact of the program.

## Space Management & Student Support

- Coordinating the Trans Clothing Closet resource and assisting in overall stewardship of the LGBTQ+ Resources Center suite.
- Greeting and assisting students as they enter the suite. Providing students and visitors with information about programs, services, and resources.
- Meeting with students 1:1 as needed.

## Outreach & Events

- Representing and supporting the LGBTQ+ Resources Center at various campus events and outreach activities, responding to requests for interviews, class presentations, kiosk/abling, and research opportunities.
- Build and maintain positive relationships and opportunities to engage with campus partners (including the Center for Culture, Equity, and Empowerment, the First Gen+ Center, the Women & Gender Studies Center, the Student Support & Advocacy Center, Counseling & Psychological Services, Disability Services, Contemporary Student Services, Graduate Student Life, and Student Involvement).
- Assist in creating promotional materials and communications as needed.

## **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, \$23,539.00, will be paid on the 1st and 16th of the month for the duration of employment contract period;
  - Tuition grant of \$9,600.00 per academic year (\$4800 in Fall, \$4800 in Spring)
- The GPA position is a 12-month contract, August 25, 2023 – August 24, 2024 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:**

Submit a letter of interest, resume, and three professional references by April 15<sup>th</sup> to:

LuLu Géza Kelemen  
Associate Director  
LGBTQ+ Resources Center  
George Mason University  
[ckelemen@gmu.edu](mailto:ckelemen@gmu.edu)