



**Graduate Professional Assistant  
Fraternity and Sorority Life (FSL)  
Student Involvement**

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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**

Student Involvement creates a sense of belonging by providing memorable experiences for the Mason Community.

**Function:**

The Graduate Professional Assistant for Fraternity and Sorority Life is a 20-hour per week graduate assistantship in Student Involvement which is housed in the Division of University Life at George Mason University. As a member of the Student Involvement team, the Graduate Professional Assistant for Fraternity and Sorority Life reports directly to the Assistant Director of Student Involvement for Fraternity and Sorority

Life. Through advisement and event support, the Graduate Professional Assistant for Fraternity and Sorority Life promotes the development of community at George Mason University and enhances students' affinity for the institution.

### **Required Skills/Qualifications:**

- Must be enrolled in at least 6 credits in one of George Mason University's Graduate Programs for the Fall 2023 – Spring 2024 academic year (with preference giving to students in the MA Higher Education Program).
- Prior experience with leadership development, program planning, student organizations, and/or assessment and benchmarking techniques.
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate.
- Excellent written, verbal, and interpersonal skills.
- Ability to work in a high-paced, dynamic office atmosphere.
- Must exhibit professionalism and a strong work ethic.
- Must be able to join our team on August 7, 2023.
- Availability to work nights and weekends.

### **Position Responsibilities**

- Co-Advise one of the four Fraternity & Sorority Life Councils (Interfraternity Council (IFC), College Panhellenic Council (CPH), National Pan-Hellenic Council (NPHC), United Greek Council (UGC), meet with council Executive board members on a regular basis, and attend the weekly council meetings and council executive board meetings;
- Provide in-depth advisement to multiple fraternity/sorority chapters as designated by the Assistant and Associate Director;
- Manage the Officer Workshop Series, an on-going series of educational workshops for fraternity and sorority officers
- Develop and execute Founders Friday monthly community-wide service projects;
- Co-facilitate the Fall and Spring FSL Leadership Retreats;
- Conduct chapters academic improvement meetings with organizations that fall below community academic standards;
- Assist in facilitating required FSL workshops/presentations (Social Event Management, Hazing Prevention, etc.);
- Serve as advisor for the Order of Omega National Honor Society and Executive Board;
- Advise provide direction to Order of Omega for developing and implementing the junior/senior capstone program;
- Supervise the FSL Student Program Assistant(s) in the areas of Marketing and Programming;
- Work with Student Program Assistant to develop and execute community-wide and officer specific newsletters
- Advise the FSL Unity & Celebration Steering Committee;
- Provide support for Fraternity & Sorority Life programs (e.g., Glance into Greek, New Member Education, NPHC Step Show, Greek Week, Standards of Excellence, Panhellenic Formal Recruitment, etc.);
- Be an active member on committees within the Student Involvement office and University Life as needed;
- Provide support to other areas of Student Involvement (i.e. Programming, Student Organizations, & Fraternity and Sorority Life) when needed;
- Perform other duties as assigned by the Assistant Director for Fraternity and Sorority Life and/or the Associate Director of Student Involvement.

**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, \$18,522.00 (amount set by George Mason University Provost's Office), will be paid on the 1st and 16th of the month for the duration of employment contract period;
  - Tuition grant, up to the equivalent of 6 graduate credits at the in-state rate, not to exceed \$4,800.00 per semester (note: master's degree students, with the exception of MFA students, who are classified as "out-of-state" students do not receive in-state tuition rates);
  - The GPA position is a 9-month contract ranging from August 7, 2023 – May 9, 2024, with the possibility of renewal for a second academic year;
  - All information, including rules and regulations, regarding all graduate assistantships are located on the Provost Office Graduate Division website: <https://provost.gmu.edu/academicsand-research/graduate-education/graduate-student-appointments-fellowship>

**To apply:**

For priority consideration applicants must apply for this position by **April 2, 2023**; submit electronically a cover letter, resume, and a list of three professional references to:

Phil McDaniel  
Associate Director  
Student Involvement  
4400 University Drive MSN 2D6, Fairfax, VA 22030  
pmcdanie@gmu.edu  
si.gmu.edu

**NOTE:** If a candidate wishes to be considered for multiple positions within Student Involvement, they may simply indicate which positions on their letter of interest instead of submitting multiple sets of application materials.