



**Graduate Professional Assistant
Registered Student Organizations (RSO)
Student Involvement**

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 Registered Student Organizations 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 Registered Student Organizations reports directly to the Assistant Director of Student Involvement for Registered Student

Organizations. Through advisement and event support, the Graduate Professional Assistant for Registered Student Organizations 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 the Registered Student Organization Lead Team (RSO LT) with the Assistant Director;
- Manage the RSO Event Submission Approvals, RSO Checklist Meetings, and RSO Event Contracts.
- Assist with the RSO Registration Processes, RSO Master List Database, and communications with Office of University Events for RSO 25Live Access
- Manage the RSO Workshop Series focused on RSO officer Administration (i.e., Registration, Mason360, SFB Applications, Event Expectations, Contracts and Insurance, etc)
- Assist with leadership development for the students within RSOs, including but not limited to, RSO officer workshops, incoming officer workshops, and RSO training focused on group dynamics.
- Provide guidance with program planning and initiative development as needed.
- Assist with the planning and execution of RSO Lead Team programming (i.e., Get Connected Fairs, Distinguished Quill Awards, Bench Painting, etc.)
- Assist with the planning and execution of university-wide programming (i.e., International Week, GAMEmason, Mason Day, etc.)
- Attend weekly RSO LT meetings and other meetings as needed.
- Oversee and maintain the organizational online presence, including the RSO website, RSO bi-weekly Newsletter, and Mason360 RSO Lead Team Group Page.
- 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 Student Involvement 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.