

POSITION POSTING

Graduate Professional Assistant for Basic Needs Services Student Support and Advocacy Center

UNIVERSITY LIFE:

We prepare Mason students for the demands of work, social responsibility, and life in an ever-changing global society.

Through a range of direct services and programs, University Life supports every student at Mason from orientation through graduation. University Life creates purposeful learning environments, experiences, and opportunities that energize all students to broaden their capacity for academic success and personal growth. Through our innovative programs, partnerships, and services, students discover their unique talents, passions, and place in the world.

Mission Statement:

The Student Support and Advocacy Center is committed to providing an empowering environment for all Mason students to seek support services and to explore healthy life choices. We offer educational programming, one-on-one consultations, and resources in the areas of sexual and interpersonal violence, financial well-being, substance use, and collegiate recovery. We also assist students encountering barriers to personal success.

Function:

The Graduate Professional Assistantship (GPA) for Basic Needs Services would support efforts to assist students encountering barriers to accessing basic needs such as food and housing. The GPA would supervise the daily operation of the Patriot Pantry and hunger-alleviating initiatives supported by the Student Support and Advocacy Center (SSAC). The person in this position would provide valuable in-person support to students encountering barriers to basic needs and make appropriate campus and community referrals in a timely fashion. Furthermore, the individual in this position will routinely conduct presentations to students, faculty, and community members as directed. The GPA will report directly to the Assistant Director for Basic Needs Services.

Required Skills/Qualifications:

- Must be enrolled in 6 credits per academic semester 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 honor confidentiality of student records and service areas addressed by the Center;
- 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 build and maintain collaborative relationships in a diverse campus community;
- Must exhibit exceptional professionalism and a strong work ethic; and
- Must be available and accessible for the time commitment involved.

Preferred Skills:

- An interest in college student development and basic needs assistance;
- An interest in local and national policy impacting college students' access to basic needs;

- Problem-solving and analytical skills, especially as it pertains to common challenges college students experience;
- The ability to work in a high-paced environment and have the flexibility to address occasional interruptions;
- Strong organizational skills and attention to detail; and
- Familiarity operating Microsoft Office products and have the ability to easily adjust to various software programs.

Position Responsibilities:

- Supervise the daily operations of the Patriot Pantry including the undergraduate student staff members and volunteers;
- Meet individually with students experiencing barriers to accessing basic needs to better understand their challenges and provide appropriate support;
- Refer students to the appropriate campus and community support services;
- Provide academic policy and procedure guidance when applicable;
- Support hunger-alleviating initiatives as directed by SSAC, including facilitating presentations and collaborating with on and off-campus constituents for a variety of purposes; and
- Participate in the University Life Graduate Staff Academy throughout the academic year.

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 be paid a stipend of:
 - **\$18,522.00**, will be paid on the 1st and 16th of the month for the duration of employment contract period;
- Other terms for the position contract include:
 - Tuition grant up to the 6 graduate credits at the *equivalent* in-state rate, not to exceed **\$4,800.00 per semester**; master's degree students (with exception of MFA students) who are out-of-state do **not** receive in-state tuition rates;
 - Participate in the University Life Graduate Staff Academy each month, as class schedule allows;
- The GPA position is a 9-month contract, August 25, 2023 – May 24, 2024, with the possibility of renewal for a second academic year.

All information, including rules and regulations, regarding all graduate assistantships can be located on the Provost Graduate Division website: <https://graduate.gmu.edu/financial-support/assistantships-lecturers-oncampusemployment>

For full consideration, candidates are encouraged to apply for this position by March 31, 2023. Submit a letter of interest, resume, and three professional references via email to:

Matthew Carlos
 Assistant Director Student Support and Community Outreach
 Student Support and Advocacy
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