



POSITION POSTING

Graduate Professional Assistant Well-Being Graduate Assistant University Life

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

As a Well-Being university, Mason helps students, faculty and staff build a life of vitality, purpose, resilience, and engagement.

Function:

A Well-Being university intentionally cultivates the knowledge and skills necessary for its members to thrive together. George Mason University and University Life are promoting and supporting Well-Being for students, faculty, and staff through educational, co-curricular, and professional development experiences. These experiences are designed to help individuals cultivate greater personal and community Well-Being. This position will report to Lewis E. Forrest, II, Associate Dean, University Life in support of these efforts.

Required Skills/Qualifications:

- Must be enrolled in one of George Mason University's Graduate Programs (not provisional admission)
- Must have a positive outlook and be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate.
- 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 relate to and work with individuals from diverse backgrounds.
- Must have the willingness and skill to co-facilitate small group workshops and/or focus groups.
- Must exhibit exceptional professionalism and a strong work ethic.
- Must be available and accessible for the time commitment involved.
- Knowledge of a variety of topics and practices related to Well-Being / Diversity, Equity, and Inclusion.

Position Responsibilities:

- Assist with campus-wide Well-Being programming, to include furthering the connections between diversity, equity, and inclusion initiatives.
- Assist with programming execution and workshop facilitation
- Assist with coordination, marketing and promotion of the CliftonStrengths, BurnAlong (well-being app) and Mason's Resilience Badge programs/initiatives.
- Assist with maintaining content of Well-Being related websites.
- Assist with assessment and reporting on the progress of Well-Being initiatives.
- Collaborate with Graduate Professional students in similar roles in other departments (Examples: Mason Recreation, The Center for the Advancement for Well-Being).
- Participate in the University Life Graduate Staff Academy each month, as class schedule allows;

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, which 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 assistantship can be located on the Provost Graduate Division website: <https://graduate.gmu.edu/financial-support/assistantships-lecturers-oncampusemployment>

To apply:

To apply for this position, please do so by:

Submitting a letter of interest, resume, and three professional references by Monday, April 3, 2023, to:

Mr. Lewis E. Forrest, II
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