

Graduate Professional Assistant
Graduate Professional Assistant
Academic Integrity

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 mission of the Office of Academic Integrity is to provide education around issues of academic integrity as well as resolve cases of academic dishonesty as they arise. This commitment rises out of our adherence to the six fundamental values of academic integrity as put forth by the International Center for Academic integrity. They include honesty, trust, fairness, respect, responsibility, and courage.

Function:

The Office of Academic Integrity at George Mason University is seeking a Graduate Professional Assistant to assist the office in performing the duties of the Office of Academic Integrity. Experiences gained through this assistantship will prepare an individual for a career in student behavior management.

Required Skills/Qualifications:

- Must be enrolled in one of George Mason University's Graduate Programs (no provisional admission)
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate.
- Must possess strong written and verbal communication skills
- Must be able to abide by FERPA regulations and maintain strict confidentiality with regard to student educational records
- Must take initiative and utilize creative thinking skills in order to complete tasks
- Must have an ability to relate to people from diverse backgrounds.
- Must exhibit exceptional professionalism and a strong work ethic.
- Must be available and accessible for the time commitment involved.

Position Responsibilities:

- Maintain records of academic integrity cases, including intake and upload to online database
- Process incoming pre-hearing resolution forms and initiate/follow up on statement exchanges
- Process sanction enrollment and track completion, placing holds as needed. Assist in developing educational outreach efforts about the Honor Code and issues of academic integrity
- Attend staff meetings
- Assist with marketing and outreach efforts for the Office of Academic Integrity
- Assist with data analysis and report development
- Other duties as assigned as are related to the role and professional development goals

In addition to duties with the Office of Academic Integrity, the Graduate Professional Assistant will have the opportunity to provide support and assistance to the Office of Student Conduct in similar measure.

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 a \$9,270.00 compensation package that includes payment of full-time tuition at the Virginia in-state rate for the 2024 spring semester;
- Other Terms:
 - Tuition grant up to 6 graduate credits at the in-state rate, not to exceed \$4,800.00 per semester;
 - Participate in the UL Graduate Staff Academy each month as class schedule allows
- This position is only for Spring 2024 academic semester with possibility for re-appointment for the 2024-2025 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/academicsand-research/graduate-education/graduate-student-appointments-fellowships>

To apply:

Application is open from November 1st, 2023 until November 15th, 2023.

For consideration, applicants must submit the following:

- Letter of Interest
- Resume
- Three (3) professional references

Application materials must be submitted via email to:

Toshia Johnson, M.Ed.

Associate Director, Academic Integrity

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