



POSITION POSTING

Graduate Professional Assistant Graduate Assistant for Student Success and Programming Contemporary Student Services

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

Contemporary students are students who have had more experiences than most college students in their lives before coming to Mason. They have been working professionals, have families, and so much more. They may have experienced things a lot of other students haven't, like – being in the foster care system or in the military. They are students who don't always see themselves reflected or fully supported in college outreach materials or campus programming. The mission of Contemporary Student Services is to disrupt normative views and systemic obstacles of higher education to amplify the success of contemporary college students at Mason.

Function:

Reporting to the Coordinator for Contemporary Student Services, the Graduate Assistant is responsible for implementing initiatives geared toward increasing student success and retention of contemporary students. This includes two main components of:

- (1) Creation and implementation programming for contemporary students
- (2) Communications and marketing for contemporary populations

Position Learning Outcomes:

- (1) Recognize the diversity of the student body at Mason
- (2) Understand the intersectionality of student identities
- (3) Create personalized resources for a diverse student population using an intersectional lens
- (4) Professional experience working collaboratively with campus partners on new initiatives

Required Skills/Qualifications:

- Must be enrolled 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 possess strong written and verbal communication skills
- Must take initiative and utilize creative thinking skills in order to coordinate programs and initiatives and consider multiple issues, needs, possibilities, etc.
- Must be able to relate to people from diverse backgrounds.
- Must exhibit exceptional professionalism and a strong work ethic.
- Must want to help students transition.
- Must have basic tech skills.
- Must be available and accessible for the time commitment involved.
- Lived experience as a contemporary student (adult learner, student parent, online learner, foster care alumni, online learner, transfer student, military affiliation)
 - OR has conducted research regarding contemporary students (adult learner, student parent, online learner, foster care alumni, online learner, transfer student, military affiliation)
 - OR has demonstrated experience mentoring/supporting contemporary students (adult learner, student parent, online learner, foster care alumni, online learner, transfer student, military affiliation)

Position Responsibilities:

Contemporary Student Programming and Support (45%)

- Create and execute interventions, programs, and initiatives for contemporary students
- Create and execute outreach programs targeted at contemporary students, including Welcome2Mason, National Transfer Student Week, Student Support Spaces, and Contemporary Student Appreciation Week
- Lead the Contemporary Student Advisory Board with support from the Contemporary Student Ambassador Team
- Support the Contemporary Student Staff as needed

Marketing, Social Media, and Communications (40%)

- In coordination with other members of the Contemporary Student Services team create and execute a plan for outreach to contemporary students including but not limited to social media, listservs, and other outreach tools
- Send the weekly newsletter to students
- Create and share flyers to social media and newsletter
- Maintain current social media page (resharing posts from other offices, creating new posts, etc)
- Support the Contemporary Student Ambassador and rest of the Contemporary Student Services team in making flyers for programs and initiatives

Administrative and Mason Community Initiatives (15%)

- Actively participate in regular meetings with supervisor and staff members
- Assist in the creation of an end-of-year report and future recommendations
- Serve on committees and other projects as assigned by the coordinator
- Attend and actively participate in University Life, and intra-divisional, staff meetings
- Other duties as deemed appropriate by supervisor or other members of the Contemporary Student Services team

Time Commitments:

The Graduate Assistant will work an average of 20 hours per week. The GA will not be required to work student holidays but should be available to return two weeks before the start of each semester.

Compensation:

- The Graduate Assistant position will consist of a minimum of \$20,000 compensation package;
- GA stipend will be paid on the 1st and 16th of the month for the duration of employment contract period;
 - Stipend amounts are determined by the Provost Office Graduate Education according to student degree status.
- The remaining balance of the total compensation can be allotted as a tuition grant to offset tuition costs;
- The GA position is a 9.5-month contract, August 10, 2024 – May 24, 2025.

To apply:

To apply for this position, please do so by:

Submitting via email a letter of interest, resume, and three professional references by April 5th for priority consideration to:

*Caroline Simpson
Coordinator for Contemporary Students
Contemporary Student Services
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contemporary.gmu.edu*

SUBJECT: GPA Application