



POSITION POSTING

Graduate Professional Assistant, Family Programs New Student and Family Programs

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 - NSFP

Our Vision

To continuously promote student success in the Mason community by striving to provide a seamless and comprehensive transition experience for students and their families.

Our Mission

To effectively support the students and families of George Mason University by facilitating a cohesive transition, connection to resources, purposeful experiences, and partnerships that contribute to academic success, social engagement, and ultimately, retention.

Our Core Values

- **Purpose:** Our top priority is our students and families, and we provide support through relevant, accessible, and exciting experiences that meet their unique needs and promote a sense of belonging throughout their time at Mason.
- **Justice:** We are committed to critical self-reflection, acknowledging blind spots, and being mindful of assumptions and positionality to cultivate a culture of belonging. We strive to be leaders in adapting and advocating for changes in the best interest of the populations we serve.
- **Intentionality:** We are dedicated to facilitating purposeful, timely, and equitable experiences for new students and families through their transition journey by staying on the pulse of trends to support current and contemporary students.
- **Inclusion:** Our work is centered in equity, access, and social change. We acknowledge, embrace, and encourage the diverse differences and talents of individuals through compassion, care and concern while actively and continually creating a culture that is respectful and inclusive of all members of our community.
- **Collaboration:** We believe in building successful partnerships that support the mission and values of NSFP through modeling accountability, clear communication, and follow-through. Determined in investing capacity and resources toward well-being, balance, and sustainable structures to contribute to the experiences of employees and stakeholders.

Function:

The Graduate Professional Assistant for Family Programs will support the Associate and Assistant Directors in delivering current programs and services, along with aiding in the creation and implementation of new programs. The position will report to the Assistant Director of Family Programs and will have some functional oversight of the work of the Family Student Coordinators (FamCo).

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 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.

Preferred Skills/Qualifications:

- Prior experience planning large-scale programs or events.
- Prior experience working in higher education and with students.
- Prior experience managing others towards the implementation of projects.

Position Responsibilities:

- Support and assist in the coordination of Family Weekend and Move-In/Family Farewell.
- Lead the coordination of the Family Support Series, a monthly virtual program series for families.
- Manage all content for the Mason Family Connection – the official platform for family communication and engagement including but not limited to: content curation, event calendar updates, creation of events with registration, creation of assessments and promotion.
- Manage the Family Programs websites (i.e. MasonFamily.gmu.edu and MasonFamilyEvents.gmu.edu).
- Support and assist in the coordination of Family Orientation events.
- Coordinate with Creative Services to plan, create, and distribute the annual Family Calendar and identify and coordinate translations of completed calendar with stakeholders.
- Oversee the Family of the Year award process and coordinate the award ceremony in conjunction with Family Weekend.
- Support other involvement opportunities for families including the Mason Parent and Family Council and Parent and Family Fund.
- Assist the Assistant Director in supervising a team of Family Student Coordinators (FamCo) throughout the course of the academic year with the opportunity to take over all supervision in the second year.
- Other duties as assigned within New Student and Family Programs.

Time Commitments:

This Graduate Professional Assistant position is designed for a 20 hours-per-week work commitment. At times, the work will require extended hours and/or night and weekend work hours.

Compensation:

- The Graduate Professional Assistant position will be paid a stipend of:
 - \$19,500, 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, 2024 – May 24, 2025, 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>

To apply:

To apply for this position, please do so by:

Submitting a cover letter, resume, and three professional references by **April 5, 2024**, to:

Mackenzie Nelson

Assistant Director, Family Programs

New Student and Family Programs

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