



## **POSITION POSTING**

### **Graduate Professional Assistant Graduate Student Engagement Graduate Student 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:**

Graduate Student Life is dedicated to supporting the success and well-being of Mason graduate students by:

- Providing programs and initiatives that promote community-building, professional development, personal development, and diversity, equity, and inclusion
- Connecting graduate students to campus resources
- Identifying and advocating for graduate student needs

**Function:**

The Graduate Professional Assistant for Graduate Student Engagement provides leadership and program support to Graduate Student Life, focusing on engaging graduate students through programming and communications. The Graduate Professional Assistant assists with program planning and coordination in support of co-curricular experiences of graduate students and is responsible for maintaining and enhancing the Graduate Student Life website, social media, and Weekly Graduate Newsletter. The Graduate Professional Assistant assists in building a strong graduate community, focusing on well-being, professional development, diversity and inclusion, and academic success. In addition, the Graduate Professional Assistant prepares promotional materials and oversees communications and marketing about programs and services using web, social media, newsletter, and other outlets. The Graduate Professional Assistant reports to the Assistant Director of Graduate Student Life and is a member of the Graduate Student Life team.

**Position Responsibilities:**

- Plan, implement, and evaluate community building, well-being, diversity and inclusion, professional development, and personal development programs for graduate students, in collaboration with Graduate Student Life staff (see <https://graduate.gmu.edu/grad-life/graduate-student-life-events> for recent events).
- Build and maintain collaborative relationships with partners, including the Graduate Division; University Libraries; University Career Services; Learning Services; Outdoor Adventures; Mason Recreation; Center for Culture, Equity, and Empowerment; First-Gen+ Center; LGBTQ+ Resources Center; Counseling and Psychological Services; Center for the Advancement of Well-Being; University Life Regional Campuses; and other University Life, academic, and administrative units.
- Coordinate and co-lead Graduate Outdoor Adventure trips in collaboration with Mason Recreation: Outdoor Adventures.
- Edit, write, and help publish weekly graduate student newsletter, sponsored by Graduate Student Life, the Graduate Division, and the Graduate and Professional Student Association (GAPSA).
- Promote graduate student engagement via online communications for Graduate Student Life, including managing and updating the website (<https://graduate.gmu.edu/graduate-student-life>), the weekly graduate student newsletter, and social media accounts (Instagram, Twitter, and Facebook).
- Serve as a campus resource for graduate students. Respond to needs and concerns of the graduate and professional student population.
- Collect, analyze, and report data to identify student needs and interests and to assess current programs, services, and communications. Use data to inform program and service improvements.
- Support orientations and other graduate student events and activities, working and coordinating with University Life, the Graduate Division, academic units, GAPSA, and other graduate student organizations.

- Create various promotional materials, including event flyers/graphics; communicate with students and colleagues; assist in maintaining mailing lists and other communications and social media outlets.
- Contribute to strategic priorities and collective goals of Graduate Student Life.
- Support strategic goals and priorities of University Life.
- Other duties as assigned.

#### **Required Skills/Qualifications:**

- Must be enrolled full-time in one of George Mason University's graduate degree programs (not provisional admission)
- Must exhibit exceptional professionalism, integrity, initiative, dedication, and a strong work ethic
- Ability to relate to people from diverse backgrounds while creating an inclusive environment
- Excellent organizational, interpersonal, and communication skills (written and verbal)
- Experience working with clients (preferably students) in a service-oriented environment
- Must have experience coordinating programs and services that demonstrates use of initiative, creativity, problem-solving, and consideration of multiple issues, needs, and possibilities
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate
- Demonstrated proficiency in Microsoft Word, Excel, PowerPoint, and Outlook
- Experience with graphic design (such as Canva, Adobe Photoshop, etc.)
- Experience with utilizing social media outlets for outreach and engagement
- Experience with creating and revising content for websites and with using website content management systems
- Must be available and accessible for the time commitment involved

#### **Preferred Qualifications:**

- Experience with developing, implementing, and assessing marketing or communications campaigns
- Knowledge of and experience with using Drupal
- Experience using Qualtrics

#### **Time Commitments:**

- The Graduate Professional Assistant position is designed for a 20-hour-per-week work commitment on average. At times, the work may require extended hours and/or night and weekend work hours.
- The position is a 12-month contract beginning August 10, 2024 and ending August 9, 2025, with the possibility of renewal for a second year.

#### **Compensation:**

- The Graduate Professional Assistant position will be paid a stipend of \$25,224.00, to be paid out 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 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

- 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, please submit a letter of interest describing how you meet the required skills and qualifications, résumé, and names and contact information for three professional references via the online application form at <https://forms.office.com/r/iqFRreP19B>. Please also include a sample of your graphic design or marketing/communication work (maximum of three pages, total). Your application should be addressed to the attention of:

Austin A. Deray  
Assistant Director of Graduate Student Life  
George Mason University  
4400 University Drive, MSN 2A4  
Fairfax, VA 22030

For priority consideration, please submit your application by March 31, 2024 at 11:59pm EDT. Applications will be reviewed until a successful candidate is identified. If you have questions about this position, please contact [aderay@gmu.edu](mailto:aderay@gmu.edu).