

POSITION POSTING

Graduate Professional Assistant Graduate Student Leadership and Advising 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 Leadership and Advising in Graduate Student Life provides leadership and programming support to Graduate Student Life, with a focus on the Graduate and Professional Student Association (GAPSA). The Graduate Professional Assistant promotes leadership and advocacy on behalf of Mason's graduate and professional student population by advising GAPSA with their organization management, programming, engagement, and advocacy efforts. The GPA plans and coordinates initiatives and programs in alignment with GAPSA's mission and goals to promote personal, academic, and professional success for Mason graduate and professional students. The GPA will work closely with Graduate Student Life colleagues, the GAPSA Executive Board and other leaders and members, and campus partners. The GPA reports to the Director of Graduate Student Life and is a member of the Graduate Student Life team.

Position Responsibilities:

- Advise and support the Graduate and Professional Student Association and its Executive Officer team, including strategic planning, goal setting, leadership development, and organization management.
- Work closely with the Director of Graduate Student Life and the Executive Officers of GAPSA to develop and implement plans for increasing engagement of graduate and professional students at Mason's distributed campuses (Fairfax, Mason Square in Arlington, and SciTech in Manassas).
- Coordinate and lead planning for the annual Mason Graduate Interdisciplinary Conference.
- Develop, manage, and implement programmatic and logistical plans for other large-scale GAPSA events. Provide advising and support to GAPSA Executive Officers for small-scale events and meetings.
- Build and sustain collaborative partnerships with campus units in support of graduate and professional student success.
- Manage budget and oversee purchasing on behalf of GAPSA to ensure that University policies and procedures are followed.
- Oversee graduate student engagement via online communications for GAPSA, working closely with the GAPSA Director of Communications to develop and implement plans for communications strategy for GAPSA, including managing and updating the website (<http://gapsa.gmu.edu>), newsletter, and social media accounts.
- Support Graduate Student Life initiatives and events.
- Serve as a representative of GAPSA and Graduate Student Life at university events (such as orientations) and on university committees, as requested.
- Serve as a campus resource for graduate and professional students. Respond to needs and concerns of the graduate and professional student population.
- 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 and planning programs that demonstrates use of initiative, creativity, and consideration of multiple issues, needs, and possibilities
- Must have experience providing advising and support to students or peers
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate
- Demonstrated proficiency in Microsoft Word, Excel, PowerPoint, and Outlook
- Must be available and accessible for the time commitment involved

Preferred Qualifications:

- Experience with and understanding of needs of graduate and professional students
- Experience working with, leading, and/or advising student organizations, particularly student governance organizations
- Knowledge of and experience with organizational development and leadership development
- Experience leading and managing large event production, including conferences
- Experience with creating and revising content for websites and with using website content management systems
- Experience with 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, to 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 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>. Your application should be addressed to the attention of:

Julie Choe Kim, Ph.D.
Director of Graduate Student Life
George Mason University
4400 University Drive, MSN 2A4
Fairfax, VA 22030

For priority consideration, apply by Sunday, 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 ychoekim@gmu.edu.