



POSITION POSTING

Graduate Professional Assistant Graduate Community Director Housing & Residence 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

Housing and Residence Life at GMU provides a safe inclusive community-oriented environment that supports academic excellence, fosters personal growth and champions the well-being of residents, through collaboration and intentional programming, to ensure their success at Mason and beyond.

Function:

The Graduate Community Director (GCD) is a Graduate Professional Assistant position. The position is a 9.5-month, live-in staff member responsible for the shared management and administration of their assigned residential building(s). The primary responsibilities include supervision, designing and implementing residential curriculum strategies, and student support efforts in their assigned residential community that will result in growth and skill development for individual residents and the entire living community.

Reporting to a Community Director, a Graduate Community Director at George Mason University fulfills five primary areas within Housing and Residence Life. Responsibilities fall into the categories of Staff Supervision, Community Engagement, Student Development, Emergency Response and Administrative Duties.

Required Skills/Qualifications:

- Prior live-in residence hall or significant student leadership experience at the undergraduate level
- Must be enrolled in one of George Mason University's Graduate Programs (not provisional admission)
- Must possess strong leadership and decision-making skills
- 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 be available and accessible for the time commitment involved

Position Responsibilities:

- Shared selection, training, and supervision of Resident Assistants (RAs) on an ongoing basis to facilitate leadership, personal growth and development
- Educating and holding staff accountable to the following: University policies, Housing and Residence Life policies, Resident Assistant accountability chart, and staff expectations
- Aid and advise undergraduate student staff and residents in the areas of diversity, equity and inclusion
- Assisting with the creation and implementation of the Residential Roadmap, the department's residential curriculum, which includes event planning, intentional conversations, and passive strategies designed to address the needs of the resident population
- Assist in supporting any Residential Learning Communities (RLC) in assigned area
- Maintaining a visible presence in the residential community as a live-in staff member; and engage in positive, professional interactions with residents after business hours to promote community engagement
- Developing positive relationships with other Housing units and University departments (i.e., George Mason University Police Department, Student Involvement, Office of Student Conduct, Student Support and Advocacy Center, New Student and Family Programs, etc.)
- Serving as a hearing officer to effectively resolve cases of student misconduct within an educational and developmental framework

- Participating in the evening and weekend on-call duty rotation; directly respond to on-campus emergencies and student crises as needed
- Participate in all regularly scheduled HRL and University Life meetings and activities
- Ensure timely and accurate documentation for all processes and procedures (i.e. on-call response, purchasing, supervision etc.)
- Actively support and comply with all University policies, HRL policies, and department expectations
- Perform other related duties as assigned by the direct supervisor and/or HRL Leadership Team

Time Commitments:

The Graduate Community Director (GCD) position is designed for a 20 hour per week work commitment. The GCD will have required standing meetings including 1 on 1 meetings with staff and supervisor, and weekly staff meetings Wednesday nights from 7:00 p.m. to 9:00 p.m. The GCD position requires serving in an emergency on-call rotation. Weekly schedules can be set in consultation with supervisor but should be flexible. The GCD position requires some extended hours and/or night and weekend work hours.

Compensation:

- The Graduate Professional Assistant position will be paid a stipend of:
 - \$20,967.00, 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 9 graduate credits at the *equivalent* in-state rate, not to exceed \$6,000.00 per semester; master's degree students (with exception of MFA students) who are out-of-state do **not** receive in-state tuition rates;
 - Will be provided and required to live in a 1-bedroom apartment on the Fairfax campus
 - Participate in the University Life Graduate Staff Academy each month, as class schedule allows;
- The GPA position is a 9.5-month contract, August 10, 2024 – May 24, 2025, with the possibility of renewal for a second academic year.
 - The start date for this role will be July 10, 2024. The selected candidate a stipend of \$2207.10 for work completed between July 10, 2024 and August 9, 2024.
- 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-ontampusemployment>

To apply:

To apply for this position, please do so by:

Submitting a letter of interest, resume, and three professional references by April 5, 2024 to:

Dillon Yonker
 Assistant Director of Residential Student Development Initiatives
 Housing and Residence Life
resstaff@gmu.edu