



**Graduate Professional Assistant
Student Government & Student Funding Board
Student Involvement**

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

Student Involvement creates a sense of belonging by providing memorable experiences for the Mason Community.

Function:

The Graduate Professional Assistant for Student Government (SG) and Student Funding Board (SFB) is a 20-hour per week graduate assistantship in Student Involvement which is housed in the Division of University Life at George Mason University. As a member of the Student Involvement team, the Graduate Professional

Assistant for Student Government and Student Funding Board reports directly to the Assistant Director of Student Involvement for Student Government and Student Funding Board. Through advisement and event support, the Graduate Professional Assistant for Student Government and Student Funding Board promotes the development of community at George Mason University and enhances students' affinity for the institution.

Required Skills/Qualifications:

- Must be enrolled in at least 6 credits in one of George Mason University's Graduate Programs for the Fall 2024 – Spring 2025 academic year (with preference giving to students in the MA Higher Education Program).
- Prior experience with leadership development, program planning, student organizations, and/or assessment and benchmarking techniques.
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate.
- Excellent written, verbal, and interpersonal skills.
- Ability to work in a high-paced, dynamic office atmosphere.
- Must exhibit professionalism and a strong work ethic.
- Must be able to join our team on August 12, 2024.
- Availability to work nights and weekends.

Position Responsibilities

Student Government

- Co-advise the Student Government, with the Assistant Director of Student Government and Student Funding Board, including but not limited to the Student Government Student Senate, Executive Cabinet, and Committees.
- Co-advise the Student Government Leadership team which includes the President, Vice President, Chief of Staff Speaker of the Senate, Speaker Prop Temp, and Clerk of the Senate
- Co-advise Biweekly one on ones with Student Government Leadership Team and Chairs of Committees.
- Co-advise several Student Government committees and its chair leadership, including but not limited to the, University Services, Government and Community Relations, University Life, Administration and Finance, University Academics, and Diversity & Multicultural Affairs departments;
- Aid in the design and implementation of leadership development programs for the students within Student Government i.e. workshops, retreats, and other professional development connections
- Provide guidance with program planning and initiative development as needed;
- Attend Thursday evenings Student Senate and Executive Branch meetings
- Attend weekly Student Government Committees (times will vary)
- Oversee and assist with the maintenance of the organization's online presence, including the Student Government website, social media outlets, internal media relations, and Mason360;
- Assist in assessment initiatives within the area of Student Government and the office;
- Attend community and campus events in support of Student Government

Student Funding Board

- Co-advise the Student Funding Board, with the Assistant Director of Student Government and Student Funding Board
- Attend weekly Student Funding Board meetings to help assist in reviewing Registered Student Organization request funding applications and ensuring requests align with guidelines and procedures
- Send out a monthly Student Funding Board newsletter to Registered Student Organizations Board members about the latest Student Funding Board application guidelines and policies.
- Bi-weekly one on ones with Student Funding Board student leaders

- Assist in creating and implementing professional development trainings and workshops for Student Funding Board student leaders
- Assist in Student Funding Board website updates as needed

Student Involvement

- Be an active member on committees within the Student Involvement office and University Life as needed;
- Provide support to other areas of Student Involvement (i.e. Programming, Registered Student Organizations, & Fraternity and Sorority Life) when needed;
- Perform other duties as assigned by the Assistant Director of Student Government and Student Funding Board and/or the Associate Director of Student Involvement.

Time Commitments:

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

Compensation:

- The Graduate Professional Assistant position will be paid a stipend of:
 - \$18,522.00, 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 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 ranging from August 12, 2024 – May 9, 2025, with the possibility of renewal for a second academic year;
- All information, including rules and regulations, regarding all graduate assistantships are located on the Provost Office Graduate Division website: <https://provost.gmu.edu/academicsand-research/graduate-education/graduate-student-appointments-fellowship>

To apply:

For priority consideration applicants must apply for this position by **March 29, 2024**; submit electronically a cover letter, resume, and a list of three professional references to:

Phil McDaniel
Associate Director
Student Involvement
pmcdanie@gmu.edu
si.gmu.edu

NOTE: If a candidate wishes to be considered for multiple positions within Student Involvement, they may simply indicate which positions on their letter of interest instead of submitting multiple sets of application materials.