



## POSITION POSTING

### Graduate Professional Assistant

**(University Life/ Marcoms, Shared Services, Housing and Residence Life)**

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#### **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**

At University Life's Marcoms unit, we believe in the following values:

**Student Success:** We are committed to the University Life vision that "Every Student Succeeds" and we bring that ethic to every project on which we work.

**Creativity and Quality:** We are a source of creative ideas, and we produce work that is thoughtful and carefully crafted — helping our UL colleagues effectively engage with their core audiences.

**Effective Communication:** We provide clear, proactive project communication and make it seamless for our colleagues to request our support and engage with our team.

**Mutual Support:** We believe that working together and supporting one another creates a path to success for our team and for our colleagues

**Expertise:** We have the skills, leadership, and connection to the Mason community to provide real value to our colleagues in achieving their organizational missions.

Also, we are committed to **lifelong learning** and continuing growth, always expanding our knowledge of marketing and communications practices and innovations.

## **Housing & Residence Life's Mission Statement:**

Housing and Residence Life is committed to providing a safe and connected student-centered environment that is innovative and inclusive of a global community. We are dedicated to creating a home that enriches the experiences of our students, staff, and faculty.

## **Function:**

**Responsibilities:** The Graduate Professional Assistant is a 6-month position, with the possibility for continued work during the rest of the academic year, 2024/2025. The primary responsibilities include the implementation of a robust student accountability program. The Graduate Professional Assistant (GPA) of Housing and Residence Life, at George Mason University contributes to the shared mission of the Housing and Residence Life and will aid in the marketing efforts and processes to help residential students understand the housing application procedures. **Qualifications:** A successful candidate for the Graduate Professional Assistant position with Community Standards at George University will have earned a Bachelor's Degree and be accepted to a Graduate Program at George Mason before the start of the program.

## **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 be available to large UL wide events such as move-in*
- *Must take initiative and utilize creative thinking skills 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.*

**Position Responsibilities:**

- Develop a structured and organized teams folder with documents aligned in a proper format
- Coordinate marketing campaigns and manage social media channels; Instagram, Facebook & X and work on social media analytics once a month
- Preparing and following up on a schedule of reels, marketing activities & timelines
- Assisting in following up with both graphic students and videography students on their tasks
- Scheduling all content on AIRTABLE
- Assisting on Move-in Day and other important timelines related to student housing campaigns
- Assisting in marketing activities during parent and student orientation
- Assisting in Wrike planning and organizing projects and tasks - and producing analytics
- Academic Year Housing Application – assisting in the marketing plan for the housing assignments and RLC marketing campaigns

**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:
  - \$18,918.00, 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, 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 assistantship 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 letter of interest, resume, and three professional references by Sunday, March 31, 2024 to:

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University Life  
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