

## POSITION POSTING

### Graduate Professional Assistant (Employer Events Coordinator) (University Career Services)

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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 Career Services, we prepare and connect career-ready students for post-graduate success.

### **Function:**

We are looking for an enthusiastic and energetic person to serve as our Employer Events Coordinator, a valued member of the Employer Relations Team within University Career Services.

### **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 take initiative and utilize creative thinking skills in order to coordinate events, 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.
- Must have a strong attention to detail and organizational skills.
- Must have demonstrated ability to consistently meet deadlines.
- Must be able to work effectively with limited supervision.

### **Position Responsibilities:**

- Coordinate event logistics, including scheduling room reservations in 25Live and communicating with employers visiting campus.
- Post event information in Handshake, Mason360 and on the UCS Web calendar.
- Collaborate with UCS staff to assess employer needs and make recommendations.
- Manage "day-of" set up, wrap-up and other event tasks for in-person and virtual events (Zoom meetings and webinars) with 10-150 participants.
- Collect and record data including event attendance and trends in Handshake (career management system).
- Previous experience organizing or planning student events is strongly preferred.
- Demonstrated experience trouble-shooting problems and adapting plans to new information in real time is strongly preferred.

### **Time Commitments:**

The Graduate Professional Assistant position is designed for a 20 hour per week work commitment.

**High** probability of evening hours (5pm-8pm), Monday – Thursday during peak recruiting periods (August-October; February-March).

A late July or early August start date is preferred for training and onboarding. Employment outside the of the contract dates will be compensated on an hourly basis.

### **Compensation:**

- The Graduate Professional Assistant position will be paid a stipend of:
  - \$19,969, 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 9.5-month contract, August 10, 2023 – May 24, 2024, 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 April 1 to:

Mary Claire Kraft  
Senior Manager, Employer and Alumni Engagement  
University Career Services  
4400 University Drive, Fairfax, VA 22030  
SUB I, Room 3400, MSN 3B6  
mkraft2@gmu.edu

[1\) Employer Events Coordinator GPA | George Mason University - University Career Services | Handshake \(joinhandshake.com\)](#)