

## POSITION POSTING

### Graduate Professional Assistant for Basic Needs Services Student Support and Advocacy Center

---

#### **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 Opportunities**

- 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**

The Student Support and Advocacy Center is committed to providing an empowering environment for all Mason students to seek support services and to explore healthy life choices. We offer educational programming, one-on-one consultations, and resources in the areas of sexual and interpersonal violence, financial well-being, substance use, and collegiate recovery. We also assist students encountering barriers to personal success.

**Function:**

The Graduate Professional Assistants (GPA) for Basic Needs Services would support efforts to assist students encountering barriers to accessing basic needs such as food and housing. The GPA would aid in operating the Patriot Pantry by supporting the Coordinator for Basic Needs Services while indirectly supervising undergraduate student staff. This position would also implement outreach and education efforts to raise awareness about basic needs insecurity and increase student usage of SSAC services. Furthermore, the individual in this position will routinely conduct presentations to students, faculty, and community members as directed. The GPA will report directly to the Coordinator for Basic Needs Services.

**Required Skills/Qualifications:**

- Must be enrolled in 6 credits per academic semester 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 honor the confidentiality of student records and service areas addressed by the Center;
- Must possess strong written and verbal communication skills;
- 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 build and maintain collaborative relationships in a diverse campus community;
- Must exhibit exceptional professionalism and a strong work ethic and;
- Must be available and accessible for the time commitment involved.

**Preferred Skills:**

- An interest in college student development and basic needs assistance;
- An interest in local and national policy impacting college students' access to basic needs;
- Problem-solving and analytical skills, especially as it pertains to common challenges college students experience;
- The ability to work in a high-paced environment and have the flexibility to address occasional interruptions;
- Strong organizational skills and attention to detail; and
- Familiarity operating Microsoft Office products and have the ability to easily adjust to various software

**Position Responsibilities:**

- Assist in the daily operations of the Patriot Pantry by ordering, delivery, stocking, inventory management, and supply distribution in addition to indirect supervision of undergraduate student staff;
- Coordinate with campus and community partners to plan volunteer events and donation initiatives;
- Implement outreach and education efforts to raise awareness about basic needs insecurity through presentations, outreach material creation, and social media content;
- Support hunger-alleviating initiatives as directed by SSAC,
- Participate in the University Life Graduate Staff Academy throughout the academic year.

**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:
  - \$19, 494.00, 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, 2025 through May 24, 2026 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-ontampusemployment>

**To apply:**

To apply for this position, please submit a letter of interest, resume, and three professional references by March 21<sup>st</sup> at 5:00 PM to Dwayne Hamilton with the contact information below.

**For any questions, please contact:**

Dwayne Hamilton Jr., Assistant Director for Basic Needs Services  
Student Support and Advocacy Center  
Student Union Building I (SUB I)  
dhamil3@gmu.edu  
<https://ssac.gmu.edu>