



## POSITION POSTING

**Graduate Professional Assistant:** Civic Engagement and Service  
**Department:** Center for Leadership and Intercultural Engagement (CLIE)

### UNIVERSITY LIFE (UL):

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#### UL Vision: EVERY STUDENT SUCCEEDS

**UL Mission:** To engage students in educationally purposeful experiences resulting in student learning and development, academic success, and degree completion.

#### UL 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.

#### **CLIE Vision Statement**

A world where all are valued, respected, and empowered to lead.

#### **CLIE Mission Statement**

We believe everyone has inherent value, alongside the potential to be a leader. We build a foundation of trust, focusing on leadership, identity, and global coalition building, to create a legacy of positive change.

#### **Function**

The Graduate Professional Assistant (GPA) will be a vital member of our team, playing a key role in developing and delivering leadership training, resources, services, and recognition programs that empower Mason students to become effective, ethical leaders. This position offers hands-on experience in program coordination, implementation, and evaluation, ensuring impactful and engaging leadership development opportunities. In this role, the GPA will advise the Student Leadership Consultants alongside another GPA, fostering a collaborative and growth-oriented environment. Additionally, they will design and facilitate leadership workshops, equipping students with the skills needed to lead with confidence and integrity. A core focus of this position will also be civic engagement and service outreach, including building and strengthening relationships with community partners to create meaningful opportunities for student involvement.

This is a dynamic opportunity for a graduate student passionate about leadership development, community engagement, and making a lasting impact at Mason and beyond.

### **Required Skills/Qualifications:**

- Must be enrolled as a full-time graduate student in one of George Mason University's Graduate Programs (not provisional admission).
- Must have and maintain a 3.0 GPA.
- Must be in good academic and judicial standing.
- Must be available for the entire 2025-2026 Academic Year.
- Must possess strong written and verbal communication skills
  - Must meet English language proficiency requirement.
- Must be able to work 20 hours per week. Work hours are to be completed in-person in the Center for Leadership and Intercultural Engagement on the Fairfax Campus.
- Must be able to participate in monthly 1:1s with supervisor.
- Must participate in the Graduate Staff Academy through University Life as class schedule allows. This includes approximately 10 to 14 sessions spread throughout the academic year which are about 2 hours long each.
- Must be available for the following (as class schedule permits) programming, events, workshops, trainings, etc. that the Center hosts.
  - Primary areas include (but not limited to): Leadership Mason Conference, Student Leadership Certificate Series, Alumni Leadership Speaker Series, Freedom and Learning Forums, Service Days, K-12 school partnerships, Braver Campus Programming, Spring Leadership Summit, Catalyst, Right Wrong or Different, leadership workshops and trainings, etc.
- Must have demonstrated experience and skills in working with college students, new students, and campus stakeholders.
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate.
- Must be able to work successfully as an individual and within a team.
- Must have an ability to relate to people from diverse backgrounds.
- Must have a sincere desire to help students.
- Must exhibit exceptional professionalism and a strong work ethic.
- Must have a strong interest in leadership programming and theory, advising and mentorship of students, as well as facilitation and outreach.

### **Position Responsibilities:**

- Assist in the coordination, implementation, and evaluation of programming.
- Co-advise the Student Leadership Consultants (LCs) with the Graduate Professional Assistant for Education and Outreach (with general supervision from the Associate Director)
- Facilitate monthly 1:1 meetings with the LCs
- Coordinate Campus wide signature service initiatives to include, but not limited to:
  - Mason Nation 9/11 Day of Service
  - Homecoming Day of Service
  - Mason Nation 5K
  - Mason Families Give Back
- Develop sustainable service projects that are directly connected to leadership and positive change (Goal: engage in 3-4 sustainable service projects over the course of an academic year).
- Collaborate with campus departments and student organizations to provide a comprehensive leadership training series.
- Partner with the President's Office to host at least 1 Freedom and Learning Forum per year.
- Develop sustainable K-12 partnerships with Terraset Elementary School, Pattie Elementary School, Hampton Middle School, and High School (TBD)
- Collaborate with fellow GPA to develop programming that supports University Life's Dialogue Across Difference (DxD) initiative.
- Collaborate with the Associate Director to enhance and strengthen our Braver Campus programming.
- Collaborate with fellow GPA to develop and foster partnerships with the following departments to increase our outreach and strengthen collaborative partnerships:
  - Community Engagement and Civic Learning (CECIL)
  - Learning Services
  - Contemporary Student Services
  - FirstGen+ Center
  - Women and Gender Studies
  - Disability Services

- Fraternity and Sorority Life
- Student Success Coaching
- Join at least 1 committee within University Life and/or Mason
  - Committees
    - Choose 1 of the UL Professional Development Sub-Committees to be a part of
    - Any other committee of your choice (e.g., Mason Chooses Kindness, etc.)
- Work closely with Associate Director/Director to increase educational workshops/outreach to academic units
- Coordinate the presentations/workshops that the Leadership Consultants facilitate with student organizations, UNIV 100 classes, etc.
- Facilitate/co-facilitate a variety of leadership workshops for various groups on an as needed basis (e.g., UNIV 100 Class, RA Training, Patriot Leader Training, Student Organizations, etc.)
- Serve as a representative and liaison for the Center for Leadership and Intercultural Engagement through collaboration with departments and student organizations.
- Must participate in the Graduate Staff Academy, each month through University Life, as class schedule allows.
- Maintain a healthy, ongoing, professional relationship and communication with your supervisors.
- Make yourself visible and identifiable as a member of the LEAD staff and serve responsibly in that role.
- Be available to assist the Center for Leadership and Intercultural Engagement when necessary.
- Participate in periodic written and oral performance evaluations, including an exit interview.
- Other duties as assigned by the Associate Director and Director.

### **GPA 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. Must be available for training and Pro-Staff Retreat the week of August 11-15, 2025 and Team Retreat on August 20-21, 2025 (date subject to change). Must be available to work during times the university is open, but classes are not in session (e.g., return to work in early January, work during spring break).

### **Compensation & Other Terms:**

- The Graduate Professional Assistant position will be paid a minimum stipend of \$20,577
  - 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 and attend all scheduled session of the University Life Graduate Staff Academy, hosted in-person, each month, as class schedule allows;
- This GPA position is a 9.5 month contract - (August 10, 2025-May 24, 2026) with the possibility of renewal for a second academic year.
- 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-oncampusemployment>

### **To apply:**

Applications will be accepted on a rolling basis. For best consideration applications are due **March 28, 2025**. However, applications will continue to be accepted after that date until the position is filled. To apply for this position, please submit a letter of interest, resume, and the contact information of three professional references to:

- Name: Phil Rippa
- Title: Office Manager, George Mason University
- Address:
  - The Center for Leadership and Intercultural Engagement
  - The HUB, Suite 2400
  - MS 6E8
  - Fairfax, Virginia 22030
- Email: [prippa@gmu.edu](mailto:prippa@gmu.edu)