

POSITION POSTING

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

UNIVERSITY LIFE

UL Vision:

EVERY STUDENT SUCCEEDS

UL Mission:

University Life cares for the whole student by promoting inclusive well-being and fostering lifelong learning – preparing ethical leaders for the world.

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.

CENTER FOR LEADERSHIP AND INTERCULTURAL ENGAGEMENT

CLIE Vision:

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

CLIE Mission:

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 our Programming and Advising, Marketing and Communications, and Workshops and Education Units. This position offers hands-on experience in:

- program/event coordination, implementation, and evaluation engaging in intercultural engagement opportunities
- development and implementation of marketing management for email, social media, and other outreach methods
- effective workshop facilitation through active listening, ability to manage group dynamics, and assessing impact of workshops.

A core focus of this position includes building and strengthening relationships with the student population we serve.

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 Summer 2025 term and entire 2025-2026 Academic Year. *Note: this position is a 12-month position. There are three (3) open positions to meet the needs of our Programming and Advising, Marketing and Communication, and Workshop and Education Units.*
- 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 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.

Preferred Skills & Qualifications:

- Excellent organizational, interpersonal, and communications skills (written, verbal, and nonverbal)
- Experience or interest working with communities who navigate systemic barriers to retention, graduation, and matriculation in a human-centered environment

- Must take initiative and think creatively and intentionally about meeting the needs of the GMU community
- Ability to practice empathy with people from a wide range of backgrounds
- Must be reliable, responsible, and self-motivated
- Demonstrate proficiency in e-mail management, data base, and publishing software such as Microsoft Office (Word, Excel, PowerPoint, Outlook, OneDrive).
- Must have demonstrated experience and skills in working with college students, new students, and campus stakeholders.
- Must be able to work successfully as an individual and within a team
- Supervisory skills including but not limited to: 1-on-1 meetings, assigning and following up on tasks, completing evaluation processes, delivering feedback.

Position Responsibilities:

Programming and Advising:

- Provide academic, leadership, and career support to students, develop, implement, and assess co-curricular programs, plan and coordinate cultural/student affirming and community-driven programming, internal events, and tabling, assist students with referrals to campus resources, and collaborating with faculty and staff.
- Emphasis on programming and supporting cultural student organizations (Outreach/attending events that the umbrella orgs have, meetings for student orgs).
- Build and maintain positive relationships and opportunities to engage with campus partners through cross-collaboration efforts, serving on committees, initiating meetings, etc.
- Co-coordinate with the CCEE professional staff on– rapid support and processing/dialogue spaces, collaboration with other student programmers, departments, and faculty to create meaningful spaces for community building, engagement, identity development, and healing.

Marketing and Communications:

- Curates, produces and edits stories across media formats to share the experiences and needs of communities, and the impact of programs, and workshops.
- Develop and implement strategies and communication plans to increase CLIE engagement with designated partners across campus.
- Create and maintain student listservs and submit marketing requests for social media, newsletters, marquees, and other communications available across campus.
- Create, review, and market graphics for programs and workshops that center and honor communities who navigate systemic barriers to retention, graduation, and matriculation .
- Co-coordinate with the CLIE professional staff on– rapid support and processing/dialogue spaces, collaboration with other student programmers, departments, and faculty to create meaningful spaces for community building, engagement, identity development, and healing.

Workshops and Education:

- Create, facilitate, and evaluate workshops and educational opportunities, respond to requests for class/organization presentations, and research opportunities.
- Build and maintain positive, trusting, and sustainable coalitions and opportunities to engage with campus partners, student leaders, and the local community.
- Develop and implement strategies and workflows to increase workshop delivery, management, and curriculum creation.

- Co-coordinate with the CLIE professional staff on– rapid support and processing/dialogue spaces, collaboration with other student programmers, departments, and faculty to create meaningful spaces for community building, engagement, identity development, and healing

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:

- Professional Staff (Director, Associate/Assistant Directors and GPAs) Retreats: dates TBD
- Ambassador Training: mid August
- Planning Retreats: dates TBD
- Spring 2026 Retreats: dates TBD
- Cultural Celebration and Pinning Ceremony 2026: date TBD

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).

- University Holiday closure dates can be found here: <https://hr.gmu.edu/benefits/leave/holiday-schedule/>

Compensation & Other Terms:

- The Graduate Professional Assistant position will be paid a minimum stipend of: \$25,992 will be paid on the 1st and 16th of the month for the duration of 12-month 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 12-month contract (May 25, 2025 – May 24, 2026), with the possibility of renewal for a second academic year.
- There are three (3) open positions to meet the needs of our Programming and Advising, Marketing and Communication, and Workshop and Education Units.

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:

For full consideration, applicants must submit a complete application at:

<https://forms.office.com/r/8RkN3UCumu>

- Complete and submit the online application form. You must log into your GMU.EDU account to complete the application.
- Upload your resume
- Upload your cover letter, which answers the following questions:

- Describe your specific interest in the CLIE GPA for Intercultural Engagement position. Highlight relevant interests, skills, and abilities that relate to the position. How do you align with CLIE's mission and values?
- How would you create spaces for authentic dialogue between differing social identities and experiences for the Mason student population our Center serves through our programs, workshops, and other opportunities.
- George Mason brands ourselves as "*All Together Different.*" What does this mean to you? How do you demonstrate a commitment to social justice in your work with students and/or colleagues?
- Submit a list of 3 references.

For best consideration applications are due Friday, April 4, 2025.

- Applications will continue to be accepted after April 4th deadline until the position is filled.
- Successful applicants will receive an email from ccee@gmu.edu with information regarding the Interview process.

Questions? Contact us!

For any additional questions, please contact us via email at ccee@gmu.edu. Please allow for 2-3 business days (48-72 business hours) before sending a follow-up email as we receive a high volume of communication.