

**Graduate Professional Assistant
Campus Events
Student Involvement**

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

Student Involvement creates a sense of belonging by providing memorable experiences for the Mason Community.

Function:

The Graduate Professional Assistant for Campus Events is a 20-hour per week graduate assistantship in Student Involvement, which is housed in the Division of University Life at George Mason University. As a member of the Student Involvement team, the Graduate Professional Assistant for Campus Events reports directly to one of the Assistant Directors for Campus Events. Through advisement and event support, the

Graduate Professional Assistant for Campus Events promotes the development of community at George Mason University and enhances students' affinity for the institution.

Required Skills/Qualifications:

- Must be enrolled in at least 6 credits in one of George Mason University's Graduate Programs for the Fall 2025 – Spring 2026 academic year (with preference giving to students in the MA Higher Education Program).
- Prior experience with leadership development, program planning, student organizations, and/or assessment and benchmarking techniques.
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate.
- Excellent written, verbal, and interpersonal skills.
- Ability to work in a high-paced, dynamic office atmosphere.
- Must exhibit professionalism and a strong work ethic.
- Must be able to join our team on August 11, 2025.
- Availability to work nights and weekends.

Position Responsibilities

- Provide oversight and advisement of events by Patriot Activities Council, including:
 - Booking vendors, performers, spaces, etc.,
 - Purchasing of materials,
 - Development of marketing materials and campaigns,
 - Negotiation of contracts, and
 - Risk management and safety;
- Cultivate leadership development and transferable skills in Patriot Activities Council students through 1:1 and group advising, retreats, and ongoing professional development opportunities;
- Assist with the planning, promotion, and execution of large-scale Student Involvement events and traditions including, but not limited to: Welcome2Mason, Gold Rush, Homecoming, International Week, Mason Day, concerts, and comedy shows;
- Provide guidance with program and initiative development, planning, and execution for the Patriot Activities Council;
- Assist with the development, creation, and dissemination of marketing and promotional materials (print, digital/social, giveaways, etc.) as needed;
- Be an active member on committees within the Student Involvement office and University Life as needed;
- Provide support to other areas of Student Involvement (i.e. Campus Events, Student Organizations, & Fraternity and Sorority Life) when needed;
- Perform other duties as assigned by the Assistant Director for Campus Events and/or the Associate Director of Student Involvement.

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:
 - \$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 in the University Life Graduate Staff Academy each month, as class schedule allows;
- The GPA position is a 9.5-month contract ranging from 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 are located on the Provost Office Graduate Division website: <https://graduate.gmu.edu/financial-support/assistantships-lecturers-oncampusemployment>

To apply:

For priority consideration applicants must apply for this position by **April 4, 2025**; submit electronically a cover letter, resume, and a list of three professional references to:

Phil McDaniel
Associate Director
Student Involvement
pmcdanie@gmu.edu
si.gmu.edu

NOTE: If a candidate wishes to be considered for multiple positions within Student Involvement, they may simply indicate which positions on their letter of interest instead of submitting multiple sets of application materials.