



POSITION POSTING

Graduate Professional Assistant (Summer) Graduate Student Orientation and Transitions Graduate Student Life

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 share ideas, learn and create together, and develop 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:

Graduate Student Life is dedicated to supporting the success and well-being of Mason graduate students by:

- Providing programs and initiatives that promote community-building, professional development, personal development, and all-inclusive diversity
- Connecting graduate students to campus resources
- Identifying and advocating for graduate student needs

Function:

The Graduate Professional Assistant for Graduate Student Orientation in Graduate Student Life provides leadership and program support to Graduate Student Life focusing on orientation and onboarding efforts for Mason's graduate and professional students through in-person programming and virtual initiatives. The Graduate Professional Assistant will assist Graduate Student Life and partners with planning graduate student orientation activities and Gradstravaganza, Mason's annual welcome event for graduate and professional students. The GPA will focus on the development and implementation of online and in-person learning modules and activities for Gradstravaganza, support the management and evaluation of the graduate student online orientation platform, and assist with program planning for the Gradstravaganza Picnic. The GPA reports to the Assistant Director of Graduate Student Life and is a member of the Graduate Student Life team.

Position Responsibilities:

- Plan, implement, and evaluate orientation activities and events, in collaboration with Graduate Student Life staff and partners.
- Develop and implement online and in-person learning modules and activities to onboard new graduate students.
- Support the management and evaluation of the graduate student online orientation platform.
- Assist with program planning for the Gradstravaganza Picnic.
- Assist with planning and coordinating communications to new and continuing graduate students.
- Support orientations and other graduate student events and activities.
- Serve as a campus resource for graduate students. Respond to needs and concerns of the graduate and professional student population.
- Contribute to strategic priorities and collective goals of Graduate Student Life.
- Support strategic goals and priorities of University Life.
- Other duties as assigned.

Required Skills/Qualifications:

- Must be enrolled full-time in one of George Mason University's graduate degree programs (not provisional admission)
- Must exhibit exceptional professionalism, integrity, initiative, dedication, and a strong work ethic
- Ability to relate to people from diverse backgrounds while creating an inclusive environment
- Excellent organizational, interpersonal, and communication skills (written and verbal)
- Experience working with clients (preferably students) in a service-oriented environment
- Must have experience coordinating programs and services that demonstrates use of initiative, creativity, problem-solving, and consideration of multiple issues, needs, and possibilities
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate
- Demonstrated proficiency in Microsoft Word, Excel, PowerPoint, and Outlook
- Must be available and accessible for the time commitment involved

Preferred Qualifications:

- Experience with and understanding of needs of graduate and professional students
- Experience leading and managing large event production
- Experience with orientation programming

- Experience with utilizing social media outlets for outreach and engagement
- Experience with graphic design (such as Canva, Adobe Photoshop, etc.)
- Experience with online learning design and management
- Experience with workshop/conference program development
- Experience using Qualtrics
- Experience with creating and revising content for websites and with using website content management systems

Time Commitments:

- The Graduate Professional Assistant position is designed for a 20-hour-per-week work commitment on average. At times, the work may require extended hours and/or night and weekend work hours.
- The GPA position is a 3-month summer contract, beginning on May 25, 2025 through August 24, 2025.

Compensation:

- The Graduate Professional Assistant position will be paid a stipend of \$6,500, to be paid on the 1st and 16th of the month for the duration of employment contract period;
- All information, including rules and regulations, regarding all graduate assistantships can be located on the Graduate Division website: <https://graduate.gmu.edu/financial-support/assistantships-lecturers-ontcampusemployment>

To apply:

To apply, please submit a letter of interest describing how you meet the required skills and qualifications, résumé, and names and contact information for three professional references via the online application form at <https://forms.office.com/r/FeBD7baDXA>. Your application should be addressed to the attention of:

Austin A. Deray
Assistant Director of Graduate Student Life
George Mason University
4400 University Drive, MSN 2A4
Fairfax, VA 22030

For priority consideration, please submit your application by March 30, 2025 at 11:59pm EDT. Applications will be reviewed until a successful candidate is identified. If you have questions about this position, please contact aderay@gmu.edu.