

POSITION POSTING

Graduate Professional Assistant Assessment Graduate Assistant Housing and Residence 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 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

Housing and Residence Life at GMU provides a safe inclusive community-oriented environment that supports academic excellence, fosters personal growth, and champions the well-being of residents, through collaboration and intentional programming, to ensure their success at Mason and beyond.

Function:

Under the supervision of the Assessment Analyst, the Assessment Graduate Assistant provides ongoing support for the systematic assessment and reporting of Housing and Residence Life (HRL) goals, outcomes, and assessment planning. They are responsible for maintaining official and recommended practices at the unit level and inform and contribute to our division-level work. The Assessment Graduate Assistant will work with the Assessment Analyst to determine and implement the most appropriate ways to measure and evaluate the effectiveness of the HRL operation.

This position will work collaboratively with University Life Assessment and the broader University, at times, to ensure thoughtful integration of all efforts. They will contribute insight and variable levels of oversight of assessment practices, policies, and systems at the Unit level. The graduate assistant's role will include assisting the Assessment Analyst with the oversight, development, and execution of an assessment plan for Housing and Residence Life, including the collection, analysis, and organization of data sources and their associated KPIs and/or goals. The graduate assistant will make appropriate use of CAS Standards, SACS accreditation requirements, ACUHO-I standards, and other relevant frameworks/compliance guidelines as needed.

Required Skills/Qualifications:

- Enrollment in a graduate-level program at George Mason University, preferably in student affairs, higher education, social sciences, statistics, or a related field.
- Minimum 1-year experience preferably in educational assessment/research, institutional research, applied statistics, social sciences, or related setting.
- Experience with assessment, including survey design, analysis, and reporting, as well as familiarity with statistical methods, data management and data analysis packages (SPSS, SAS, etc.)
- Ability to use Microsoft Office Suite (Word, Excel, PowerPoint)
- Should demonstrate an understanding of assessment techniques and strategies.
- Excellent written and oral communication, and strong presentation skills are required.
- Effective organizational and project management skills, as well as attention to detail, are required.
- Must be able to manage several projects at once, keep projects moving forward, and take the initiative to advance and complete work.

Position Responsibilities:

- Assists the Assessment Analyst with the implementation and continued development of HRL assessment policy and supportive workflow processes in coordination with Divisional priorities. Provides appropriate analysis of results. Provides guidance/input to research design and implementation. Provides appropriate logistical support for unit-level assessment activities.
- Supports HRL leadership with HRL-level policy and operations improvements based on performed research and synthesis including but not limited to the preparation of reports, presentations, or proposals that illustrate and support recommendations.
- Contribute data and decision-level support to HRL leadership in collaboration with HRL Assessment Analyst.
- Assists with Unit Level strategic, annual, and assessment planning, including the development, revision, and goal/metric tracking.
- Administers annual assessments of the resident population as needed to determine if their needs are being met and/or monitor changes over time.
- Monitor and analyze trends observed within the residential population and recommend changes.
- Builds relationships and collaborates with professional colleagues, subject matter experts, HRL operational managers, and the HRL leadership to perform analysis, validate findings, and interpret results.
- Assist Assessment Analyst to produce an annual report of HRL assessment results, noting areas of potential growth and recommend goals to enhance the efficiency and productivity of HRL.
- Provides in-person support to assist in assessment engagement, including but not limited to table presence, flyer distribution, and engaging with residential students.
- Coordinates assessment efforts with divisional personnel, including contributing to assessment planning templates and calendars. Develops briefings, reports, and presentations for a variety of audiences including professional experts, senior leadership, and other constituents.
- Assist in benchmarking efforts through open-source research and communication/collaboration with other institutions.
- Assists Assessment Analyst in completing routine reviews and audits of HRL operation as requested.
- Reviews existing assessment-related processes within each unit, determines if they are appropriate, and assists to identify/implement quality improvements.

GPA Time Commitments:

The Graduate Professional Assistant position is designed for a 20 hour per week work commitment.

Compensation & Other Terms:

- The Graduate Professional Assistant position will be paid a minimum stipend of:
 - \$22,016, 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: August 10, 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-ontcampusemployment>

To apply:

To apply for this position, please do so by:

Submitting a letter of interest, resume, and provide the contact information three professional references by Tuesday, April 15th, 2025 to:

Nicholas Millner
Assessment Analyst
University Life – Housing and Residence Life
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