



UNIVERSITY LIFE
George Mason University®

POSITION POSTING

**9.5 Month Graduate Professional Assistant
LGBTQ+ Resources Center**

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

The LGBTQ+ Resources Center cultivates the success and well-being of queer, trans, non-binary, and questioning students, staff, and faculty. Our work is deeply collaborative and rooted in intersectional justice. We build identity-affirming programs, develop leaders, provide critical resources, and foster a culture of equity and allyship, at George Mason.

Function:

The Graduate Professional Assistant (GPA) for the LGBTQ+ Resources Center provides administrative and programmatic support to the LGBTQ+ Resources Center. The GPA assists with program planning, implementation, coordination, and assessment in support of co-curricular experiences for LGBTQ+ students. The GPA maintains office hours in the LGBTQ+ Resources Center suite and assists in building and strengthening George Mason's LGBTQ+ communities, within the center and across campus. In addition, the GPA assists in overseeing communication about programs and services using web, social media, listservs, and other outlets. Lastly, the GPA will be integral to informal feedback processes and someone to whom students can share their interests, needs, preferences, and concerns. The GPA is supervised by the Associate Director of the LGBTQ+ Resources Center. The GPA assists with oversight of the LGBTQ+ Resources Center Internship Program and Center space.

Required Skills/Qualifications:

- Must be enrolled (or accepted) as a full-time student in one of George Mason University's graduate programs
- Excellent organizational, interpersonal, and communications skills (written and verbal)
- Must have knowledge of, experience with, and/or commitment to LGBTQ+, gender, and/or social justice issues
- Experience or interest working with students in a human service or social justice environment
- Ability to relate to people from diverse backgrounds
- Must be reliable, responsible, and self-motivated
- Demonstrated proficiency in word-processing, e-mail management, data base, publishing software, and/or WordPress content management system
- Experience with utilizing social media for outreach and engagement
- Must exhibit professionalism and a strong work ethic
- Must be available and accessible for the time commitment involved

Preferred Qualification:

- During employment, candidate will be enrolled in George Mason's Higher Education, Social Work, or related program of study

Position Responsibilities:

Student Affairs Professional Experience

- Serve on the LGBTQ+ Resources Center professional staff team. Attend staff meetings, small team meetings, large area meetings, and other meetings as assigned. Establish connections with students within and outside assigned advising and coaching responsibilities. Gain and maintain overall knowledge of the LGBTQ+ Resources Center, University Life, and George Mason University.
- In coordination with and directed by supervisor, participate in and attend programs, events, trainings, organizational meetings, and conferences, on and off campus, related to the work of the LGBTQ+ Resources Center.

Coaching & Facilitation

- Serve on the LGBTQ+ Resources Center Leadership Team. Function as a thought-partner for Director, Associate Director, other graduate staff, and undergraduate staff.

- Consult with student leaders as needed on behalf of the LGBTQ+ Resources Center
- Coach Center Interns in their service to the LGBTQ+ Resources Center
- Participate in the Safe Zone+ Program and join the facilitator team, co-facilitating one Safe Zone+ Intro to LGBTQ+ Communities session per semester.

Program Coordination

- Co-coordinate, with the Associate Director, either the LGBTQ+ Peer Mentoring Program or the LGBTQ+ Residential Learning Community, which both provide opportunities for queer, trans, non-binary, and/or questioning students at George Mason to connect with critical community resources. Coordination will include training, support, and coaching of the student staff, engagement with participants, collaboration with student programmers, community partners, and faculty in delivering meaningful opportunities for engagement, and use of appropriate assessment methods to understand and communicate impact of the program.

Stewardship & Student Support

- Assist in overall stewardship of the LGBTQ+ Resources Center physical suite.
- Contribute ideas and feedback on broader department goals and initiatives.
- Greet and assist students and visitors as they enter the suite.
- Be knowledgeable about programs, services, and resources; providing information as needed.
- Meet with students 1:1 as needed.

Outreach & Events

- Represent and support the LGBTQ+ Resources Center at various campus events and outreach activities, responding to requests for interviews, class presentations, kioskings/tabling, and research opportunities.
- Build and maintain positive relationships and opportunities to engage with campus partners
- Assist in creating and/or approving promotional materials and communications as needed.

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.

Included in these hours is required participation in the University Life Graduate Staff Academy each month, as class schedule allows.

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 position is a 9.5 month GPA contract (10 August 2025 – 24 May 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-oncampusemployment>

To apply:

To apply for this position, please do so by:

Submitting a letter of interest, resume, and provide the contact information for three professional references by 17 March 2025 at 5pm to:

LuLu Géza Kelemen (they/them)

Associate Director

ckelemen@gmu.edu

LGBTQ+ Resources Center

George Mason University

lgbtq.gmu.edu