

POSITION POSTING

Graduate Professional Assistant Academic Coaching – Learning Services

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

Learning Services is dedicated to helping all George Mason University students achieve their academic goals. We do this by helping students understand the academic expectations at Mason, by helping students understand their own metacognition, and by helping students establish good self-regulation habits.

Function:

The Graduate Professional Assistant provides academic strategies training to students with academic difficulties, learning differences such as learning disabilities or attention deficit disorder, and students seeking to improve their academic performance. The GPA will gain first-hand experience with learning assistance and academic coaching through engagement within Learning Services as well as an understanding of the student affairs profession. In particular, leadership, support or supervision of staff and assessment and evaluation are opportunities for professional growth in this team.

Required Skills/Qualifications:

- Enrolled fulltime in Counseling, Education, Psychology, or a closely related graduate program at George Mason University (not provisional admission);
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate;
- Possess strong written and verbal communication skills;
- Ability to take initiative and utilize creative thinking skills in order to coordinate programs and initiatives and consider multiple issues, needs, possibilities, etc.;
- Ability to relate to people from diverse backgrounds;
- Familiar with educational software, learning management systems, and other relevant technologies;
- Exhibit emotional intelligence, exceptional professionalism, and a strong work ethic;
- Must be available and accessible for the time commitment involved;
- Experience with presenting, teaching, or tutoring is preferred.

Position Responsibilities:

- Meet with undergraduate students individually to enroll them in a certificate program in academic strategies and to assess progress upon completion;
- Provide individual study strategies assessment and academic coaching to undergraduate and graduate students;
- Assist with training and shared oversight of peer academic coaches or marketing assistants in collaboration with Learning Services Associate Director;
- Assist with marketing efforts;
- Provide academic strategies workshops on topics such as time management, exam strategies, improving concentration, motivation and goal setting, organizational strategies, and performance anxiety;
- Present community education programs related to academic strategies, stress management, and other related topics;
- Work on other projects assigned by the Associate Director.

Time Commitments:

The Graduate Professional Assistant position is designed for a 20 hour per week work commitment from August 10, 2025, to May 24, 2026.

Compensation:

- The Graduate Professional Assistant position will consist of the following compensation package;
 - GPA stipend, \$19,969.00, 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, August 10, 2025 to 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-ontampusemployment>

To apply:

To apply for this position, please do so by submitting a letter of interest, resume, and three professional references by March 26, 2025 via this form:

<https://forms.office.com/r/3dPM63wTQe>

Questions?

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