



POSITION POSTING

Graduate Professional Assistant Residential Academic Engagement 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 Equity

- 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

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:

The Graduate Assistant for Residential Academic Engagement is a 9.5-month, live-in staff member who supports academic initiatives and Residential Learning Communities in the residence halls. The primary responsibilities include providing assistance to the Residential Academic Engagement team in resource development, planning and executing initiatives for various Residential Learning Communities, and communicating with various stakeholders.

Required Skills/Qualifications:

- Must have a Bachelor's degree*
- Must be accepted to one of George Mason University's Graduate Programs (not provisional admission) Must have strong leadership, administrative, and interpersonal skills*
- Must exhibit professionalism and the ability to work successfully within a team*
- Must possess strong written and verbal communication skills*
- Must take initiative and utilize creative thinking skills in order to coordinate programs and initiatives and consider multiple issues, needs, possibilities, etc.*
- Must have an ability to relate to people from diverse backgrounds.*
- Must be available and accessible for the time commitment involved.*
- Must be available for office hours between 9am – 5pm.*
- Preference will be given to candidates with prior learning community, residence hall or leadership experience at the undergraduate level.*

Position Responsibilities:

The Graduate Assistant for Residential Academic Engagement at George Mason University contributes to the mission of Housing and Residence Life. Responsibilities fall into the categories of Program Support, Development and Engagement; Professional Relationships; and Administrative Duties to include, but not limited to:

- Program Support, Development and Engagement
 - Develop detailed run-of-show schedules for events, ensuring seamless execution and enhancing student engagement
 - Coordinate with both on-campus and external partners, vendors, and service providers to ensure that meals and events are effectively organized for monthly residential student activities, including securing necessary resources, materials, and room reservations
 - Support large-scale initiatives and events coordinated by Housing and Residence Life
 - Support Residential Learning Community-wide and Residential Learning Community specific programs through planning, promotion, and attendance (when required)
 - Collaborate as a lead for a Residential Learning Community in programmatic efforts and coordination with the RLC RA(s)
 - Support Residential Learning Community processes such as first-year and upper-level recruitment and assignments, program tracking, and RLC RA training and development
- Professional Relationships
 - Maintain positive working relationships and communication with professionals within the department of Housing and Residence Life
 - Maintain positive working relationships and communication with unit team, peers, and stakeholders
 - Maintain positive working relationship and communication with direct supervisor
- Administrative Duties
 - Effectively balance multiple priorities relating to being a graduate assistant while maintaining personal well-being

- Research different events and initiatives for Residential Learning Communities
- Complete projects in a professional and timely manner
- Serve as needed on departmental committees relating to academic initiatives in residence life
- Other
 - Participate in the evening and weekend on-call duty rotation; directly respond to on-campus emergencies and student crises as needed
 - Other duties as assigned by the Coordinator of Residential Academic Engagement, or designee

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. The GPA will have required meetings standing meetings include:

- 1 :1 meetings with supervisor
- Bi-weekly full residence life staff meetings
- Monthly RLC Coordinator meetings
- Hold at least 10 hours of work between 8:30 a.m. and 5 p.m.

Weekly schedules can be set in consultation with supervisor, but should be flexible. The GPA position does require some extended hours and/or night and weekend hours.

Compensation:

The Graduate Professional Assistant position will be paid a stipend of:

- \$22,016.00 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 9 graduate credits at the *equivalent* in-state rate, not to exceed \$9,000.00 per semester; master's degree students (with exception of MFA students) who are out-of-state do **not** receive in-state tuition rates;
- Will be provided and required to live in a 1-bedroom apartment on the Fairfax campus
- 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 – May 24, 2026, with the possibility of renewal for a second academic year.
 - **The start date for this role will be July 14, 2025.** The selected candidate a stipend of \$2,317 or equivalent hourly rate for work completed between July 14, 2025, and August 9, 2026.
- All information, including rules and regulations, regarding all graduate assistantships 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 three professional references by March 19, 2005 for priority review to:

Dillon Yonker
 Assistant Director of Residential Student Development Initiatives
 Housing and Residence Life
resstaff@gmu.edu

