



POSITION POSTING

Graduate Professional Assistant for Substance Use and Recovery Student Support and Advocacy 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 Opp

- 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 Student Support and Advocacy Center is committed to providing an empowering environment for all Mason students to seek support services and to explore healthy life choices. We offer educational programming, one-on-one consultations, and resources in the areas of sexual and interpersonal violence, financial well-being, basic needs, substance use, and collegiate recovery. We also assist students encountering barriers to personal success.

Function:

The purpose of this position is to support the Student Support and Advocacy Center in their efforts toward prevention and intervention work regarding all topics within Substance Use and Recovery.

Required Skills/Qualifications:

- Must be enrolled in 6 credits per academic semester in one of George Mason University's Graduate Programs (not provisional admission);
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate;
- Must honor the confidentiality of student records and service areas addressed by the Center;
- Must possess strong written and verbal communication skills;
- Must take initiative and utilize creative thinking skills to coordinate programs and initiatives and consider multiple issues, needs, possibilities, etc.;
- Must have an ability to relate to people from diverse backgrounds.
- Must exhibit exceptional professionalism and a strong work ethic
- Must be available and accessible for the time commitment involved

Preferred Skills:

- Experience or knowledge regarding substance use and recovery
- Problem-solving and analytical skills, especially as it pertains to common challenges college students experience;
- Familiarity operating Microsoft Office products

Position Responsibilities:

- Assist in the facilitation, support, and management of George Mason University's Collegiate Recovery Community called Patriots for Recovery.
- Facilitate the Cove weekly, including creating social media campaigns for weekly events and organizing activities to create a supportive and creative environment for students seeking support or in recovery.
- Demonstrate leadership in overseeing the Substance Use Peer Educators program, including assisting with the recruitment, and hiring process, conducting regular meetings, and creating a collaborative and supportive environment.
- Support the Cannabis Reduction group by coordinating, co-facilitating and developing materials for meetings.
- Assisting in the development of evidence-based/researched content to support the programming and prevention efforts of substance use prevention, eating disorder prevention, body image support, and recovery. This could include the development of educational works, curriculum, workshops, educational campaigns, social norming approaches, social media content, website content development, blog posts, tool kits, informative reports, infographics, and other tools to assist in the mission of the Student Support and Advocacy Center.
- Assist in reading and proofing content related to substance use and recovery.
- Assist in the development, planning, implementation, promotion, and evaluation of substance use and recovery events, workshops, and programs.

- Other duties as assigned by Assistant Director of Substance Use and Recovery and the Associate Director.
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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.

Compensation:

- The Graduate Professional Assistant position will be paid a stipend of:
 - \$19,494.00, 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-month contract, August 25, 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-oncampusemployment>

To apply:

To apply for this position, please submit a letter of interest, resume, and three professional references by April 14th at 5:00 PM to Kristin Gibson with the contact information below.

For any questions, please contact:

Kristin Gibson, Associate Director
 Student Support and Advocacy Center
 Student Union Building I (SUB I)
 kgibso5@gmu.edu
<https://ssac.gmu.edu>