

POSITION POSTING
Graduate Professional Assistant
Health Promotion
Student Health 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

Our mission is to provide high quality health care, counseling, health education and prevention services to George Mason University students.

Function:

Student Health Services (SHS) provides students with primary healthcare, counseling, health education and prevention services in support of students' health and well-being, learning, and retention at George Mason University. SHS is seeking a motivated and organized graduate assistant to join the health promotion team. The Health Promotion Graduate Assistant will work alongside the Health and Well-Being Coordinator to assist with the development of a peer health education program and implementing health promotion activities on campus.

Required Skills/Qualifications:

- Must be enrolled in one of George Mason University's Graduate Programs
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate
- Must possess strong written and verbal communication skills
- Must be able to work independently and as part of a team
- Must have an ability to relate to people from diverse backgrounds
- Must exhibit exceptional professionalism and a strong work ethic
- Must have experience using media creation tools such as Canva

Position Responsibilities:

- Assists with health education program development and event planning on topics of sexual health, health misinformation, primary care, mental health, and other topics as assigned
- Assists with Health Peer Educator Program operations including recruitment, training, and event planning
- Supports departmental orientation and outreach initiatives including management of events and communications
- Develops marketing collateral and education material with Canva or other design tools
- Creates and plans content for social media platforms, ensuring messaging aligns with departmental goals
- Provides administrative support for large scale event management, including the annual Health and Fitness Expo
- Assists in the evaluation of health promotion programs and events to assess effectiveness and suggest improvements
- Engages in continuous professional development by attending training sessions and contributing to department-wide discussions on health promotion best practices

GPA Time Commitments:

The Graduate Professional Assistant position is a summer appointment designed for a 40 hour per week work commitment. At times, the work may require extended hours and/or night and weekend work hours.

Compensation & Other Terms:

- The Graduate Professional Assistant position will be paid a minimum stipend of:
 - \$6,498 will be paid on the 1st and 16th of the month for the duration of employment contract period;
- This GPA position is a Summer Appointment with the possibility of re-appointment for the academic year.

Contract Dates for this role are:

SUMMER ONLY: May 25, 2025 through August 24, 2025

- 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-ona-campus-employment>

To apply:

To apply for this position, please do so by:

Submitting an application through Microsoft Forms and sending a cover letter, resume, and contact information for three professional references to Stephanie Amirsoltani by **Friday, March 21st**. The application can be accessed using Microsoft Forms: <https://forms.office.com/r/BTkV3B4eS3>

Supporting documents can be sent to Stephanie Amirsoltani at samirsol@gmu.edu