



POSITION POSTING

Graduate Professional Assistant For Student Support Services Contemporary Student 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

Contemporary students are students who have had more experiences than most college students in their lives before coming to Mason. They have been working professionals, have families, and so much more. They are students who don't always see themselves reflected or fully supported in college outreach materials or campus programming. We provide hands-on guidance in finding and building the resources to support these students through to graduation. We serve as a compass and a bridge. Our services are open to both undergraduate and graduate students.

Function:

Reporting to the Assistant Director of Contemporary Student Services, the Graduate Assistant is responsible for improving the quality of and planning direct student support services. This includes the three main components of:

- (1) Working with undergraduate and graduate student staff to create programming for the contemporary student lounge
- (2) Providing wellness and success-based mentorship to student staff that supplements support provided by the assistant director of contemporary student services
- (3) Effective marketing and communication of direct student support services, programming, and unit partnerships to students

Required Skills/Qualifications:

- Must be enrolled 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 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 the ability to relate to people from diverse backgrounds.
- Must exhibit exceptional professionalism and a strong work ethic.
- Must have a desire to assist students in transition
- Must have basic tech skills
- Must be available and accessible for the time commitment involved.

Position Responsibilities:

Student Lounge and Mentorship Support (45%)

- Schedule and provide supplemental 1:1 support to the student leadership team focused on wellness and student success
- In coordination with the student leadership team, create and execute fall and spring semester plans for student-led programming
- Support essential unit partnerships and initiatives, including (but not limited to) Preamble, Welcome 2 Mason, Trunk or Treat, and Contemporary Student Appreciation Week.
- Provide peer-based mentorship to other graduate students

Marketing Social Media and Communications (25%)

- Update resources for contemporary student populations, such as handouts, the off-campus housing handbook, and lounge display screens.
- Draft and publish the weekly email newsletter for contemporary students

- Create and post content for students on social media, primarily Instagram

Administrative and Assessment Projects (15%)

- Attend weekly CSS staff meetings and 1:1s with supervisor
- Help with the assessment of CSS programs and services and the creation of end-of-semester reports

University Life and Graduate Academy (15%)

- Participate in the University Life Graduate Staff Academy each month, as class schedule allows
- Attend and actively participate in University Life, and intra-divisional, staff meetings
- Other duties as deemed appropriate by supervisor

GPA Time Commitments:

The Graduate Assistant will work an average of 20 hours per week. The GA will not be required to work student holidays but should be available to return two weeks before the start of each semester

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 GPA position is a 9.5 month contract, with the possibility of renewal for a second academic year.

Contract Dates for this role are:

9.5-Month: August 10, 2025 through May 24, 2026

- 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 three professional references **by May 6** to:

Matt McLaughlin
Assistant Director

Contemporary Student Services
mmclau5@gmu.edu