

POSITION POSTING

Graduate Professional Assistant Academic Standards Graduate Professional Assistant Academic Standards Office

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

The mission of the Academic Standards Office is to provide education around issues of academic integrity as well as resolve cases of academic dishonesty as they arise. This commitment rises out of our adherence to the six fundamental values of academic integrity as put forth by the International Center for Academic integrity. They include honesty, trust, fairness, respect, responsibility, and courage.

Function:

The Academic Standards Office at George Mason University is seeking a Graduate Professional Assistant to assist the office in performing the duties of the Office. Experiences gained through this assistantship will prepare an individual for a career in student behavior management.

Required Skills/Qualifications:

- *Must be enrolled in one of George Mason University's Graduate Programs (no provisional admission)*
- *Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate.*
- *Must possess strong written and verbal communication skills*
- *Must be able to abide by FERPA regulations and maintain strict confidentiality with regard to student educational records*
- *Must take initiative and utilize creative thinking skills in order to complete tasks*
- *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.*

Position Responsibilities:

- Maintain records of academic integrity cases, including intake and upload to online database
- Facilitate pre-hearing, administrative hearing, and case review meetings as needed
- Process incoming pre-hearing resolution forms and initiate/follow up on statement exchanges
- Process sanction enrollment and track completion, placing holds as needed. Assist in developing educational outreach efforts about the Academic Standards Code and issues of academic integrity
- Attend staff meetings
- Assist with marketing and outreach efforts for the Academic Standards Office
- Assist with data analysis and report development
- Other duties as assigned as are related to the role and professional development goals

In addition to duties with the Academic Standards Office, the Graduate Professional Assistant may have the opportunity to provide support and assistance to the Office of Student Conduct in similar measure.

GPA 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 & Other Terms:

- The Graduate Professional Assistant position will be paid a minimum stipend of:
 - \$20,577.00 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 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 9th, 2025 to:

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