



**Graduate Professional Assistant
Well-Being Project Connect Graduate Assistant
Center for the Advancement of Well-Being**

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 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

The mission of the Center for the Advancement of Well-Being (CWB) is to catalyze human well-being by promoting the science and practices that lead to a life of vitality, purpose, resilience, and engagement. As an interdisciplinary center at George Mason University, we are dedicated to helping individuals and organizations thrive in a world of complexity and uncertainty.

Function:

This position will support the Center for the Advancement of Well-Being by developing and executing well-being events, programs, resources, and learning experiences to help the Mason community thrive together. Specifically, the GPA will coordinate special outreach and programming initiatives to support social connection and belonging opportunities for students, especially through Project Connect. In addition, the position will support CWB's partnership with Housing & Residence Life to infuse well-being efforts into residential student experience and for the student staff who support those residential students. The position will assist in administering, collecting, and evaluating data from these efforts to determine the best strategies for growing and embedding social connection and belonging efforts at George Mason. This position may support CWB's broader efforts around well-being with a particular focus on students, especially in our efforts to utilize social media and marketing practices to reach our diverse student audience. The position will have the opportunity to write articles for CWB's Thriving Together Series.

This position will report to Zareena Khan, Assistant Director for Student Well-Being Programs.

Required Skills/Qualifications:

- Enrolled in one of George Mason University's Graduate Programs (not provisional admission)
- Knowledge of the science of well-being and supporting practices
- Demonstrated willingness and skill to co-facilitate small group workshops and/or focus groups
- Knowledge of inclusive well-being practices
- Strong background and interest in data analytics
- Experienced in a range of technologies and social media platforms
- Ability to relate to and work with individuals from diverse backgrounds
- Strong written and verbal communication skills
- Possess a positive outlook and be reliable, responsible, self-motivated, confident, and flexible
- Takes initiative and utilizes creative thinking to coordinate programs and consider multiple challenges and variables

- Exhibits professionalism and a strong work ethic
- Ability to work independently and interdependently

Position Responsibilities:

- Support the center's role in advancing well-being programs and resources for students
- Assist in curriculum/content development for well-being offerings connected to social connection and belonging
- Assist in coordinating, advertising, and facilitating Project Connect groups, especially for students
- Assist in CWB efforts to bring well-being information and programming into the residential experience
- Perform outreach, represent and promote CWB at large-scale and small-scale events and in planning meetings with university partners
- Support program evaluation and assessment activities; regularly report and analyze internal data utilizing university reporting system(s)
- Conduct well-being needs assessments (surveys, focus groups)
- Actively participate in staff meetings and appropriate professional development opportunities
- Communicate with CWB staff and relevant campus partners via email and MS Teams
- Collaborate with Graduate Professional students in similar roles in other departments (i.e. Mason Recreation, University Life, OIPS, CAPS, etc.).
- Participate in the University Life Graduate Staff Academy each month, as class schedule allows

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 specific schedule will be determined by the Well-Being Project Connect Well-Being GPA and his or her supervisor.

Compensation:

- The Graduate Professional Assistant position will be paid a stipend of:
 - \$19,494, 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, 2024 – May 24, 2025, 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 do so by accessing the posting in Handshake: <https://app.joinhandshake.com/emp/jobs/9821635>

Alternatively, you can submit a cover letter, resume, and three professional references (include names, titles, organizations, phone, and email information) by 5 pm on April 21, 2025 to:

Zareena Khan (zkhan54@gmu.edu)
Assistant Director for Student Well-Being Programs

CWB Homepage: <https://wellbeing.gmu.edu>