



## Position Posting

# GRADUATE ASSISTANT FOR UNIVERSITY LIFE STRATEGY & PLANNING

---

### **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.

**Function:**

The Graduate Professional Assistant (GPA) for University Life Strategy & Planning will play a critical role in supporting the Division of University Life's strategic initiatives. Working under the direction of the Senior Assistant Dean, this position will involve assisting with divisional planning processes and working collaboratively with various units within the division in several areas, including: **1) Collaborative working teams** (e.g., interfacing with team members, coordinating meetings, and engaging in strategic thinking, planning, and design); **2) Assessment & Research** (e.g., support for data analysis and survey implementation, managing unit assessment reporting requirements, literature review and analysis, etc.); and **3) Divisional Communications** (e.g., reports, presentations, emails). Through ongoing engagement with University Life units and collaborative working teams, the GPA will gain valuable experience in strategic planning, data analysis, and organizational communication while contributing to student success and overall divisional effectiveness.

**Required Skills/Qualifications:**

- Enrolled full-time in one of George Mason University's graduate programs for the Fall 2023–Spring 2024 academic year;
- Strong ability to multi-task and manage competing demands in a fast-paced, dynamic, and diverse environment;
- Must possess excellent interpersonal, written and verbal communication skills;
- Must take the initiative and employ creative thinking skills to coordinate programs and initiatives, identify challenges and propose effective solutions, and consider multiple issues, needs, possibilities, etc.;
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate;
- Must have an ability to relate to people from diverse backgrounds;
- Must exhibit exceptional professionalism and a strong work ethic;
- Ability to present, facilitate, and coordinate meetings and events as needed on behalf of University Life.
- Must be available and accessible for the time commitment involved;
- Excellent computer skills in all Microsoft applications;

**Preferred Skills/Qualifications:**

- Experience with marketing and graphic design;
- Experience with website, newsletter, and multimedia content maintenance;
- Prior work experience (at least 2-3 years) in a higher education/student affairs setting;
- Experience with events management and program delivery;
- Knowledge of Adobe Creative Suite, particularly Photoshop, Illustrator, Premier, InDesign and/or other design programs;
- Experience in implementing creative ideas with new media, video, and photography;
- Experience facilitating market research, survey design, focus groups, and/or group interviews;
- Experience with data analysis techniques and tools, including statistical software or programming languages;

## **Position Responsibilities:**

### **Support Collaborative Working Teams:**

- Facilitate communication and collaboration among members of collaborative teams.
- Work in partnership with Senior Assistant Dean to design and coordinate meetings, including agenda preparation and strategy, documentation of meeting outcomes, and development of follow-up goals.
- Engage in strategic thinking, planning, and design activities to foster effective team processes and outcomes.
- Engage with various University Life units to understand their needs and challenges as they relate to programming and academic engagement.
- Share best practices and promote collaboration across units to enhance the effectiveness of initiatives.

### **Assessment & Research Support:**

- Manage communications with units related to assessment and data reporting, ensuring accuracy and timely submission.
- Conduct literature reviews and analyses to inform divisional strategies and initiatives.

### **Divisional Communications:**

- Assist in the preparation and dissemination of divisional communications, including reports, presentations, and emails, to ensure clear and effective messaging.
- Collaborate with team members to create visually engaging and informative presentation materials.

### **Data Analysis Support:**

- Collaborate with Student Engagement Data Intern to:
  - Analyze data related to student engagement and assessment outcomes, identifying trends and insights to support strategic planning.
  - Interpret data findings and develop actionable recommendations for improvement.

### **Strategic Planning Support:**

- Contribute to divisional and institutional strategic planning efforts by gathering information, mapping progress, and generating reports.
- Support the development trainings for unit-level strategic plan development

### **Professional Development:**

- Work with supervisor on a professional develop plan and identify relevant opportunities for professional growth (i.e. workshops or training sessions); attend University Life all-staff meetings;
- Maintain ongoing discussion with supervisor related to reflection on experiences and learning throughout the position; Identify ways supervisor can support the application of these insights to enhance personal and professional development.

## **Time Commitments:**

The Graduate Assistant position is designed for a 20 hour per week work commitment. The exact schedule may be flexible, depending on needs of the unit. ***The duties of the position will generally take place during the 9-5 hours, however there may be times that require extended hours and/or night or early morning, or weekend commitments.***

**Compensation:**

- The Graduate Professional Assistant position will be paid a stipend of:
  - \$21,195.00, 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 9.5-month contract, August 11, 2025 – May 25, 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, please submit a letter of interest, résumé, Fall schedule of classes, and names and contact information for three professional references to the address listed below. Please include your G#, graduate degree program, and your expected date of graduation in your application materials. For best consideration, please submit your application by **May 30, 2025**. Applications will be reviewed until a successful candidate is identified.

Christine Adachi  
University Life Office Assistant  
[cadachi@gmu.edu](mailto:cadachi@gmu.edu)  
University Life Center, 4211 Sub I, Fairfax Campus