



POSITION POSTING

Graduate Professional Assistant Graduate Professional Assistant for Access & Transitions *New Student & Family Programs*

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

In University Life, the Access and Transitions team supports students and their families by removing barriers to college access, simplifying the enrollment process, and building a sense of belonging and

readiness for college. We support student transitions through skill building opportunities, tools to navigate university life, and resources to support families.

Function:

Purpose of the Role

To provide high-impact, cross-unit support that advances the Access & Transition Student Journey Team's goals around:

- First-generation student success
- Strategic enrollment and transition planning
- Summer program coordination
- First-year advising and coaching alignment
- Milestone tracking and resource mapping

Expected learning outcomes

- Demonstrate the ability to develop and maintain cross-unit planning tools, shared calendars, and alignment processes to support cohesive departmental and institutional initiatives.
- Apply journey-mapping techniques to identify key student and family touchpoints, collect and analyze feedback, and recommend improvements that enhance the overall experience.
- Design and produce sustainable resources—including toolkits, assessments, and communication templates—that can be leveraged to strengthen future programs and initiatives.

Position Reporting

This position will report to Rick Gray, Director of New Student & Family Programs, who reports to the Assistant Vice President for University Life, Dr. Sally Lorentson.

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 the initiative and utilize creative thinking skills to coordinate programs and initiatives and consider multiple issues, needs, possibilities, etc.
- 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.

Preferred Skills/Qualifications:

- Prior experience with assessment or developing structure and process for an organization.
- Prior experience working in higher education and with undergraduate students.
- Prior experience managing others towards the implementation of projects.

Position Responsibilities:

1. Assist in the implementation of the Access and Transition Student Journey Team Concept of Operations.

- Track progress on Concept of Operations implementation across the five core functions.
- Support documentation of workflows, roles, and communication strategies.
- Assist in identifying and addressing operational barriers (e.g. space, staffing, messaging).
- Coordinate feedback loops with unit leads to refine Concept of Operations.

2. Assist with defining and tracking success metrics for KPIs and goals within the Access & Transitions Student Journey Team.

- Assist in developing KPIs aligned with Concept of Operations and strategic goals.
- Collect and analyze data from programs and surveys.
- Create visual dashboards or reports for stakeholders.
- Support planning for a "Future Headline" success narrative.

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:
 - \$20,079, paid incrementally on the 1st and 16th of the month for the duration of the 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;
 - Participate in Access and Transitions Student Journey Team meetings, planning sessions, and retreats, along with required divisional activities, as class schedule allows.
- This GPA position is between August 25, 2025 (or start date, whichever is later) to May 24, 2026, with the possibility of renewal for a second academic year.

Contract Dates for this role are: August 25, 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 August 30, 2025 to:

Rick Gray
Director
New Student & Family Programs
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