



POSITION POSTING

Graduate Professional Assistant for Internationalization and Student Engagement Office of International Programs and 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:

The Office of International Programs and Services educates, celebrates and serves the Mason community, including international and domestic students, faculty and exchange visitors, by helping them reach their highest academic and personal goals.

Function:

The Graduate Professional Assistant (GPA) will support the Office of International Programs and Services by promoting intercultural engagement and fostering meaningful connections between international and domestic students. This role plays a vital part in ensuring a smooth, enriching experience for students at George Mason University. The GPA contributes to the planning, coordination, communication, and assessment of co-curricular initiatives for both undergraduate and graduate students. Signature programs supported by this position include the International Buddy Program, International Student Advisory Board, International Education Week, and International Week.

Additionally, the GPA will assist in advancing the university's internationalization efforts by helping to cultivate a campus community rooted in cultural humility, global curiosity, well-being, and academic success. Responsibilities also include developing promotional materials and managing communication strategies across various platforms—including websites, social media, mailing lists, and listservs—to increase awareness and participation in programs. The GPA reports to the Assistant Director for International Engagement.

Required Skills/Qualifications:**Required**

- Must be enrolled full-time in one of George Mason University's graduate degree programs
- Must exhibit exceptional professionalism and a strong work ethic
- Strong cultural sensitivity and open-mindedness to work with international community
- Great communication and collaboration skills with attention to details
- Proficiency in Microsoft Suites and quicker learner to adapt to changing technologies
- Excellent organizational skills with ability to multitask and balance competing tasks under time pressure
- Experience working in a service-oriented environment
- Must be available and accessible for the time commitment involved, including potential nights and weekends

Preferred

- Experience with utilizing social media or other mass communication platforms
- Experience making marketing materials and use of graphic design software
- Experience with event planning and programmatic assessment
- Experience traveling or studying abroad

Position Responsibilities:

- Plan, implement, and evaluate engagement initiatives for the Mason community, in collaboration with the Engagement Team in OIPS.
- Oversee the planning, marketing, coordination, and assessment of the International Buddy Program.

- Advise the International Student Advisory Board.
- Under the guidance of Assistant Director of International Programs, promote engagement opportunities via online communications for OIPS including managing and updating the website, the weekly newsletter, and social media accounts.
- Build and maintain collaborative relationships with campus partners, including INTO Mason, Global Education Office, Enrollment Partnership, Student Involvement, Career Services, LEAD, Graduate Student Life, and others.
- Support large scale signature events such as orientations, International Education Week, and International Week.
- Create various promotional materials, including event flyers.
- Collect, analyze, and report data regarding student interests and needs to use in ongoing improvement of services.
- Attend weekly staff meetings.
- Assist with ongoing creation and implementation of strategic goals for OIPS, the Engagement Student Journey Team, University Life.
- Other duties that help to promote the educational and professional goals of the GPA.

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, 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-month contract, with the possibility of renewal for a second academic year.
 - **Contract Dates: August 25, 2025 – May 24, 2026**
 - **NOTE: Stipend will be prorated based on hire date**
- 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 via Handshake (posting #10184280) or 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 08/31/2025 11:59 PM. Applications will be reviewed until a successful candidate is identified.

Jonathan Carmona
Assistant Director for International Engagement
International Programs and Services
4400 University Drive, MSN 4C3

Fairfax, VA 22030
oipsprog@gmu.edu