



POSITION POSTING

Graduate Professional Assistant (Recruitment & Selection) (Housing & Residence Life)

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 Equity

- 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

Housing and Residence Life at GMU provides a safe inclusive community-oriented environment that supports academic excellence, fosters personal growth and champions the well-being of residents, through collaboration and intentional programming, to ensure their success at Mason and beyond.

Function:

The Graduate Professional Assistant for Recruitment and Selection is an assistantship focusing on supporting one of the core functions within Residence Life. The position is a 9.5-month, live-in staff member responsible for the shared management and administration of the recruitment and selection process for student staff. The primary responsibilities include designing and implementing recruitment, selection, and staff management processes. Additionally, student crisis support efforts in Beacon Hall that will result in safety and resilience for individual residents and the entire living community.

Reporting to an Assistant Director of Residence Life, a Graduate Professional Assistant at George Mason University fulfills three primary areas within Housing and Residence Life. Responsibilities fall into the categories of Processes Development, Emergency Response and Administrative Duties.

Required Skills/Qualifications:

- Prior live-in residence hall or significant student leadership experience at the undergraduate level
- Must be enrolled in one of George Mason University's Graduate Programs (not provisional admission)
- Must possess strong leadership and decision-making skills
- Must possess strong written and verbal communication skills
- Must take initiative and utilize creative thinking skills in order to coordinate programs and initiatives and consider multiple issues, needs, possibilities, etc.
- Must have an ability to relate to people from diverse backgrounds
- Must be available and accessible for the time commitment involved
- Must be available for office hours between 9am-5pm

Position Responsibilities:

- Assist with the development and implementation of student staff recruitment and selection processes for Residence Life, including but not limited to: marketing, recruitment, information sessions, applications, interviews, selection, and hiring.
- Co-Manage student employment documentation, including hiring paperwork, evaluations, disciplinary actions, and offboarding materials.
- Develop and support professional and academic development opportunities for student staff members including workshops, campus events, online training resources, etc.
- Co-manage the HRL Staffing Information email, responding to emails and student inquiries.
- Assist with developing, maintaining, and disseminating accurate student staff rosters and staffing records.
- Assist with the development and implementation of onboarding and offboarding processes of undergraduate student employees.
- Serve on the Residence Life Student Staff Selection Committee
- Serve on the Residence Life Onboarding/Offboarding committee
- Serve as a hearing officer to effectively resolve cases of student misconduct within an educational and developmental framework
- Live-in and participate in the Beacon Hall Professional Staff duty rotation, responding to student concerns, crises, and emergencies.

- Support departmental large-scale initiatives and events, including residence hall opening and closing, Preamble, Admissions events, etc.
- Attend and participate in staff development activities as outlined by the department and attend regularly scheduled HRL and University Life meetings, to receive departmental and divisional updates, expectations, and guidance;
- Ensure timely and accurate documentation for all processes and procedures
- Other duties as assigned by the direct supervisor and/or HRL Leadership Team.

GPA Time Commitments:

The Graduate Professional Assistant for Recruitment & Selection position is designed for a 20 hour per week work commitment. The GPA will have required standing meetings including:

- 1 on 1 meetings with staff and supervisor
- Standing Committee Meetings
- Attend weekly at least one of the Residence Life staff meetings including Tuesday full team meetings, Wednesday neighborhood meetings, or Thursday neighborhood partner meetings
- Hold at least 10 hours of work time between 8:30 a.m. and 5 p.m.

The GPA position requires serving in an emergency on-call rotation. Weekly schedules can be set in consultation with supervisor but should be flexible. The GPA position requires some extended hours and/or night and weekend work hours.

Compensation & Other Terms:

- The Graduate Professional Assistant position will be paid a minimum stipend of:
 - \$22,678 will be paid on the 1st and 16th of the month for the duration of employment contract period;
 - Stipends 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 \$9,000.00 per semester; master's degree students (with exception of MFA students) who are out-of-state do **not** receive in-state tuition rates;
 - Will be provided and required to live in a studio apartment in Beacon Hall on the Sci-Tech campus in Manassas, VA
 - 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 August 10, 2026 through May 24, 2027, with the possibility of renewal for a second academic year.
 - **The start date for this role will be July 13, 2026.** The selected candidate will have a stipend of \$2,388 or equivalent hourly rate for work completed between July 13, 2026, and August 9, 2026.
- All information, including rules and regulations, regarding all graduate assistantships can be located on the Provost Graduate Division website: [Graduate Hiring Rules and Procedures](#)

To apply:

To apply for this position, please do so by:

Completing the application at the following link including submitting a letter of interest, resume, and three professional references by April 10, 2026, for priority review.

<https://form.jotform.com/260505016636148>

Dillon Yonker

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Housing and Residence Life

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