

Graduate Assistant of Community Standards

The George Mason University, Office of Housing and Residence Life welcomes all qualified candidates to apply for the position of Graduate Assistant of Community Standards for the 2017-2018 academic year.

Responsibilities:

The Graduate Assistant of Community Standards is a 10-month, live-in staff member who supports opportunities for students to flourish and thrive as responsible members of the residential community. The primary responsibilities include initiating, implementing, maintaining and evaluating efforts in the residential area that will result in educational, social and cultural growth for the individual student and the entire living community. This position is also a critical part of the University Townhouses Graduate Resident Advisor staff and will be responsible for cultivating a safe, respectful and inclusive residential community under the leadership of University Townhouses Resident Director.

A Graduate Assistant of Community Standards at George Mason University contributes to the mission of the Office of Housing and Residence Life. Responsibilities fall into the categories of Educational Program Development, Departmental Responsibilities, Student Development, and Administrative Duties to include, but not limited to:

- Adjudicate cases involving potential policy violations through the conduct process
- Serve as an educational initiative instructor by leading sanction-related educational courses and assist with administrative documentation related to these courses
- Research best practices, developing peer institution contacts and soliciting ideas/feedback from professional staff
- Assist in the development of educational campaigns and initiatives that promote civility and responsible community living
- Manage communication with students through the conduct e-mail system
- Prepare and maintain student conduct records
- Assist in the assessment of student experience with and understanding of conduct-related policies, procedures and expectations
- Assist with recruitment, selection and training of student leaders
- Collaborate and support large-scale initiatives and events
- Serve as a supportive resource to professional staff and student staff during large-scale departmental programs and initiatives, including student staff selection and training, opening, Homecoming and closing
- Contribute to the development of a positive student experience in the University Townhouses through programming initiatives, student engagement, and participating in the evening and weekend on-call rotation for the residential community
- Other duties as assigned

Qualifications:

A successful candidate for the Graduate Assistant of Community Standards position at George Mason University will have earned a Bachelor's degree and be accepted to a Graduate Program at George Mason prior to the start of the position. Candidates must have strong administrative and interpersonal skills and must exhibit professionalism, a strong work ethic and take initiative. Preference will be given to candidates with prior residence hall or student leadership experience at the undergraduate level.

Time Commitments:

The Graduate Assistant position is designed for 20 scheduled office hours per week in addition to participation in an evening, weekend and holiday on-call rotation for University Townhouses. During peak times in the academic year, extended hours may be required. Any additional employment or academic commitments (internships, practicum assignments, etc.) must be approved by the Director of Residence Life or designee in advance.

Compensation:

The Graduate Assistant position will consist of:

- GA stipend of \$11,000.00 will be on the 1st and 16th of the month for the duration of employment contract period;
- Funding to offset tuition costs, *not to exceed* the equivalent of nine (9) credit hours per semester at the Virginia in-state rate for 2017-2018;
- Partial meal plan;
- On-campus housing in University Townhouses

To Apply:

Please e-mail a résumé and cover letter to Christian Barber, Assistant Director of Residence Life, at cbarber6@gmu.edu. There is a priority deadline of March 26, 2017 but applications will be accepted until the position is filled.