

Graduate Assistant for Residential Education

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

Responsibilities:

The Graduate Assistant for Residential Education is a 10-month, live-in staff member who supports the recruitment, training and development of undergraduate student staff and the implementation of retention and student success initiatives in the residence halls. The primary responsibilities include providing assistance to the Assistant Director of Residence Life in creating on-going training and development opportunities for student staff members, assisting with the implementation of the Patriot Experience programming model and developing services and programs to support early intervention and retention efforts. 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.

The Graduate Assistant for Residential Education 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:

- Assist the with the development, implementation and assessment of annual training programs for Residence Life student staff members
- Directly oversee the coordination and marketing of the Resident Advisor In-Service Series
- 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
- Provide assistance to the Assistant Director of Residence Life in developing the *University 332: Peer Leadership for RAs* course curriculum and managing logistical issues for each fall and spring semester
- Engage with various campus partners in University Life through participation in annual large-scale events and committees, such as Welcome2Mason, Mason Reads, Homecoming, etc.
- Support all large-scale initiatives and events coordinated by Housing and Residence Life, including residence hall opening & closing, Preamble, Block Parties, etc.
- Actively support all Housing & Residence Life involvement with University Life initiatives such as the Patriot Experience, Student Success Coaching, etc.
- Other duties as assigned by the Assistant Director of Residence Life, Resident Director, or designee

Qualifications:

A successful candidate for the *Graduate Assistant for Residential Education* 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 leadership and interpersonal skills and must exhibit professionalism, and the ability to work successfully within a team. Preference will be given to candidates with prior residence hall or 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.