



## Center for Academic Advising, Retention, and Transitions

4400 University Drive, MS 2C4, Fairfax, Virginia 22030  
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### **CAART Graduate Assistant for Student Leadership**

George Mason University's Center for Academic Advising, Retention, and Transitions (CAART) invites applicants for the position of Graduate Assistant for Student Leadership (20 hours per week). Reporting to the Associate Director for UNIV Courses & Programs, the Graduate Assistant is responsible for implementing initiatives that are geared toward increasing student success of undergraduates at Mason. Specifically, this position will support the UNIV Peer Advisor leadership program and the Peer Academic Advisor program (spring semester only). The graduate assistant will also provide support for some broader student success and unit-wide initiatives.

**\*\*Please note that this position is contingent upon available funding.**

### ***Position Responsibilities:***

#### **UNIV Peer Advisor Program (50%)**

- Support the supervision of a team of 50 undergraduate student leaders serving in the role of UNIV Peer Advisors (PAs):
  - Assist with planning biweekly staff meetings in the fall semester; preference given to candidates who can attend 7:30pm-9pm staff meetings on Tuesdays. Staff meetings are monthly in the spring semester on Tuesday nights at 7:30pm.
  - Support, manage, and coordinate Peer Advisor monthly programs for UNIV students (in coordination with Senior Peer Advisors) – fall only.
  - Conduct classroom observations as needed to support Senior Peer Advisors – fall only.
  - Coordinate communication to Peer Advisor staff through the weekly PA Pause Newsletter.
  - Support ongoing needs of student leader staff including holding regular office hours, answering questions and concerns via phone and email, and being available to student staff.
- Support the supervision of a team of four Senior Peer Advisors who directly supervise the Peer Advisor team, including:
  - Prepare for and manage weekly SPA staff meetings in the fall semester (time and day of week TBA). Meetings are monthly in the spring semester.
  - Support SPAs and their teams in planning and implementing PA monthly programs – fall only.
  - Train the SPAs in preparation for classroom observations; provide support and conduct classroom observations as needed – fall only.
  - Manage the ongoing development of undergraduate supervisors and their needs including holding regular office hours, answering questions and concerns via email and phone, and being available to SPA staff as needed. Create and implement training sessions to help in the growth and development of the SPA staff.
- Support the recruitment and selection of Peer Advisors, Senior Peer Advisors, and Peer Program Coordinators, including:
  - Support the supervision of the Peer Program Coordinator (PPC) for Recruitment & Selection.
  - Assist with the marketing of the PA position to campus constituents and the SPA and PPC positions to current PAs; update marketing materials and website with PPC for Recruitment & Selection.
  - Attend information sessions, group and individual interviews, and communicate to applicants for both the PA and SPA positions. Assist with selection of PAs and SPAs.
- Support the training of Peer Advisors and Senior Peer Advisors (spring only):
  - Assist with teaching the UNIV 330 training course for PAs.
  - Support the SPAs in planning for the spring Peer Advisor retreat to Camp Horizons; attend the weekend retreat to Camp Horizons (typically in late March/early April).

#### **Peer Academic Advising (10%) – Spring Only**

- As the Graduate Assistant's schedule permits, they will provide support to the Peer Academic Advising program within CAART. Examples include:

- Serve as the point of contact for the PAA fall and spring semester programs.
- Assist with PAA recruitment and selection.
- Coordinate PAA social media updates and blog entries.
- Develop ideas and implement new programs for undeclared, undecided, and terminated students.
- Support the coordination and delivery of academic advising in the residence halls.

#### Other Projects (40%)

- Manage social media accounts to promote UNIV100 programs, PA events, Project Peak, and Retention and Student Success Initiatives.
- Coordinate scheduling and membership in the Student Success Advisory Group (undergraduate students).
- Support the adoption of student success initiatives (e.g. Patriot Success/Beacon survey) among Peer Advisors and Peer Academic Advisors – including coordinating training sessions, responding to questions, and recruiting PA volunteers for student success programming.
- Assist with identifying student engagement opportunities for a variety of CAART initiatives including (but not limited to) the Integrated Planning and Advising for Student Success (iPASS) Grant, Patriot Success/Beacon survey, and internal assessments.
- Support professional and graduate staff coordinating unit-wide programs and initiatives during peak times including student and professional staff interviews, Patriot Success/Beacon survey launch, Academic Advisor of the Year, etc.

#### Qualifications –

The successful candidate will be a current Mason graduate student who has an interest in working with student leader supervision and development. The ideal candidate will also have experience in developing and implementing student programming and collaborating with individual students as well as student organizations, faculty, and staff. An interest in working with student leaders and an understanding of student leadership development is strongly preferred. The candidate will have an understanding of best practices in student leadership programs. The successful candidate will have strong experience with programming that reaches diverse, multi-ethnic students, faculty, and staff. Excellent organizational, interpersonal, written, and oral communication skills are essential. The candidate must be self-motivated, meet deadlines and timelines, and work well in teams.

#### Expected Learning Outcomes –

- Understand and apply best practices in student development by fostering relationships with students, engaging in challenging interpersonal situations, and developing positive outcomes for students.
- Develop an understanding of offices, individuals, and other resources at Mason to support student success.
- Develop and demonstrate a basic understanding of skills necessary to manage groups and programs, including meeting management, motivation, keeping historical documents, budgeting, and effective communication skills.
- Develop an understanding of supervision of student leaders including professional development, goal and expectation setting and achievement.

Compensation – The Graduate Assistant will receive \$20 per hour for a maximum of 25 hours per week or \$16,000 total for August-May; excluding Thanksgiving break, winter break, and spring break. If available to work over the summer, additional compensation will be provided, as budget allows.

Employment Dates – August 1, 2017 – May 10, 2018

To apply please send a resume and cover letter by April 3 to:

The Center for Academic Advising, Retention and Transitions (c/o Melitta Igwe)  
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 trcdesk@gmu.edu