



Center for Academic Advising, Retention, and Transitions

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CAART Graduate Assistant for Transition and Retention Initiatives

George Mason University's Center for Academic Advising, Retention, and Transitions (CAART) invites applicants for the position of Graduate Assistant for Transition and Retention Initiatives. Reporting to the Associate Director for UNIV Courses and Programs, the Graduate Assistant is responsible for implementing initiatives that are geared toward increasing student success of undergraduates at Mason. This includes three main components of: (1) Assisting with the planning and implementation of Transitions courses and programming, (2) Supporting campus-wide retention and degree completion initiatives, and (3) Providing administrative support and research on best practices in first year experiences and student success.

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

Position Responsibilities

University Transitions Programs (55%)

- UNIV100 Faculty
 - Preparation and distributing of marketing materials (Dec-Jan)
 - Review and update application materials; track application materials as they are submitted; communicate with applicants; assist with the review of applicants (Dec-Jan)
 - Assist with Faculty Information sessions (Jan-Feb)
 - Review and update interview materials; schedule interviews; assist with interview and selection of candidates (Feb)
 - Prepare and present Faculty trainings including inviting and scheduling presenters. (March-April) This includes new and returning Faculty training in the spring semester (March-April) and monthly Faculty meetings in the Fall (Aug-Nov)
 - Assist with Faculty observations and evaluations (Oct)

- UNIV100 Course
 - Assist with development and evaluation of UNIV100 student and instructor assessments (Sept-Dec)
 - Collect, catalog, and post sample syllabi, lesson plans, and assignments from instructors (Aug-Dec)
 - Assist with the coordination and scheduling of OSCAR presentations (Aug-Oct)
 - Support campus partners in the development of materials and plans for engagement with UNIV100 classes (Feb-Aug)
 - Serve as a resource to faculty and PAs for coordinating campus partners for classes (Aug – Dec)
 - Develop and update website content and social media (ongoing)
 - Develop and implement observation criteria for campus partners (Sept)

- Schedule campus partner observations and evaluation meetings (Sept – Dec)
- Assessment:
 - Program and Student Learning Outcomes assessment (data gathering, analysis, and reporting)
 - Assist with overall assessment of Transition Programs including Project Peak, University 100, and Faculty/PA program
- Other:
 - Investigate innovative teaching models
 - Assist with website

Retention and Student Success Initiatives (35%)

- Respond to questions about the Beacon survey, assignments, and system from UNIV faculty and PAs (Sept-Dec)
- Monitor early alert system activity among UNIV students, Faculty, and Peer Advisors, and make appropriate referrals when necessary (ongoing)
- Support the marketing and administration of the Fall Beacon student success survey (Aug-Oct)
- Coordinate assignment and delivery of UNIV Beacon incentives (e.g. class pizza parties and/or breakfasts) (Oct-Nov)
- Update and maintain Beacon training materials on the UNIV100 faculty Blackboard site (Aug-Sept)
- Actively participate and represent UNIV perspectives in an Interventions for Student Success team (ongoing)
- Assist with processing Before Leaving Mason forms, including direct student follow-up (ongoing)
- Assist with analysis and interpretation of data from Beacon survey and Before Leaving Mason forms (ongoing)
- Develop and update retention website content (ongoing)

Administrative and Research Initiatives (10%)

- Search and report on best practices in Academic Advising, first-year experience, and retention/student success initiatives.
- Participate in staff meeting(s) and campus committees as deemed appropriate by supervisor.
- Other duties as assigned.

Qualifications -

Candidates must be enrolled in a Mason graduate program for the 2017-18 academic year. The ideal candidate will be familiar with best practices in student development and leadership development. The candidate will also have experience in designing and utilizing assessment tools, developing and implementing student programming, and collaborating with individual students as well as student organizations, faculty, and staff.

This position involves a great deal of student contact and requires excellent interpersonal skills. Successful candidates will possess energy, enthusiasm, and a positive approach to work, excellent rapport with diverse groups of people, and a commitment to the educational development of students.

A flexible schedule and willingness to work occasional evenings and weekends is required.

Expected Learning Outcomes –

- Develop a basic understanding of individual leadership style, strengths, and team role.
- Develop an understanding of Mason undergraduate students from a range of backgrounds, and factors in their success.
- Identify key transitions into and through Mason, and challenges to students' success in each.
- Develop and demonstrate skills in leadership and collaboration with peers and colleagues.
- Play an active role in university operations and leadership by participating in committees, events, programs, and other functions.
- 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, including but not limited to meeting management, motivation, keeping historical documents, budgeting, and effective communication skills.
- Assessment
- Supervision/observations

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:

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trcdesk@gmu.edu