



**POSITION POSTING**  
Graduate Professional Assistant  
**Graduate Assistant – Incident Liaison**  
**University Life Safety and Emergency Management**

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**University Life Mission Statement**

We prepare Mason students for the demands of work, social responsibility, and life in an ever-changing global society.

Through a range of direct services and programs, University Life supports every student at Mason from orientation through graduation. University Life creates purposeful learning environments, experiences, and opportunities that energize all students to broaden their capacity for academic success and personal growth. Through our innovative programs, partnerships, and services, students discover their unique talents, passions, and place in the world.

**Department Mission Statement**

University Life Safety and Emergency Management engages in the four phases of emergency management, utilizes regulation, and best practices in safety to support the student experience at George Mason University.

**Function:**

The Graduate Assistant – Incident Liaison will be responsible for the supervision of the incident triage program within the department. This position will supervise between 10-15 student wage employees to complete all tasks associated with the program. In addition, this position will be responsible for assisting with all standard operating procedures, operations manuals, and credentialing activities of the department.

This position reports to the Assistant Director, University Life Safety and Emergency Management with indirect supervision from the Director and Coordinator, University Life Safety and Emergency Management.

**Required Skills/Qualifications:**

- Must be enrolled in one of George Mason University's Graduate Programs (not provisional admission)
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate.
- 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 exhibit exceptional professionalism and a strong work ethic.
- Must be available and accessible for the time commitment involved.
- Ability to work night and weekend hours.

**Position Responsibilities:**

- A. Supervise between 10 and 15 incident liaison student wage employees.
- B. Manage scheduling of incident liaison student wage employees.
- C. Manage the selection of student wage employees in conjunction with other graduate assistants and full time employees.
- D. Assist the Director, Assistant Director, Coordinator with occupational health and safety, fire code, and emergency preparedness issues.
- E. Serve as a supportive resource to staff during busy times for University Life, including fall training, residence hall opening, staff selection, homecoming, mid-year closing, closing, and orientation.
- F. Prepare standard operating procedures, operations manuals, and guides for department student positions.
- G. Coordinate with department personnel training requirements of staff and assist/lead the delivery of training requirements.
- H. Participate in the development of committees related to department priorities.
- I. Under the direction of the Assistant Director, design and implement additional opportunities for staff to develop their skills, and continue to improve upon their knowledge of safety related matters.
- J. Assist staff in assessing incident information and provide information to report on trends seen by staff.
- K. Complete duties of student wage employees when minimum staffing levels are not met or as requested by supervisor.
- L. Manage department field employee tracking and reporting system.
- M. Other duties as assigned.

**Time Commitments:**

The Graduate Assistant – Health and Safety is designed for a 20 hour per week work commitment. The time commitment can be broken down to a weekly commitment of:

Standard Shift	10 Hours
Office Hours	6 Hours
Meetings	4 Hours

Graduate assistants will complete one 5-hour duty shift that will be subtracted from their office hour time for the week they are on duty.

**Compensation:**

- The Graduate Assistant position will consist of a \$18,000.00 compensation package;

- GA stipend will be paid on the 1st and 16th of the month for the duration of employment contract period;
- The GA position is a 10-month contract, August 1, 2017 – May 31, 2018, with the possibility of renewal for a subsequent academic year, upon positive performance appraisal.

**To apply:**

To apply for this position, please do so by:

Submitting a letter of interest, resume, and three professional references by April 30<sup>th</sup>, 2017 via HireMason. Questions may be directed to:

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