

Graduate Professional Assistant Programming Student Involvement

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.

Mission Statement

Student Involvement enhances the Mason community by creating dynamic involvement opportunities and fostering student success through co-curricular experiences.

Function:

The Graduate Professional Assistant for Programming is a 20-hour per week graduate assistantship in Student Involvement, which is housed in the Division of University Life at George Mason University. As a member of the Student Involvement team, the Graduate Professional Assistant for Programming reports directly to one of the advisors for the Patriot Activities Council.

Required Skills/Qualifications:

- Must be enrolled in one of George Mason University's Graduate Programs for the Fall 2017 – Spring 2018 academic year (with preference giving to students in the MAIS Higher Education Program);
- Prior experience with leadership development, contract negotiations, program/event planning, marketing, promotions, student organizations (preference for Programming Boards and/or assessment and benchmarking techniques);
- Must be reliable, flexible, and dedicated;
- Excellent written, verbal, and interpersonal skills;
- Ability to work in a high-paced, dynamic office atmosphere;
- Must exhibit professionalism and a strong work ethic.
- Must be able to join our team on August 8, 2017;
- Availability to work nights and weekends.

Position Responsibilities:

- Provide oversight and advisement of programming and events by Patriot Activities Council;
 - Booking events, performers, spaces, etc.
 - Purchasing of materials
 - Execution of contracts
 - Risk management and safety
- Co-chair the university-wide De-Stress Fest planning committee;
- Serve on committees as needed;

- Assist with the planning, promotion, and execution of large-scale events including but not limited to: Welcome Week, Patriot's Day, Homecoming, International Week, Greek Week, Mason Day, concerts, and comedy shows;
- Provide guidance with program planning and initiative development as needed for the Patriot Activities Council;
- Be an active member on committees within the Student Involvement office and University Life as needed;
- Provide support to other areas of Student Involvement (i.e. Patriot Activities Council, Student Government, Student Organizations, and Fraternity and Sorority Life) as needed;
- Perform other duties as assigned by the Assistant Director for Programming and/or the Associate Director for Programming.

Time Commitments:

The Graduate Professional Assistant position is designed for a 20 hour per week work commitment. At times, the work may require extended hours and/or night and weekend work hours.

Compensation:

- The Graduate Assistant position will consist of a \$12,000 stipend and up to \$8,000 towards tuition for the 2017-2018 academic year;
- The stipend will be distributed evenly on the 1st and 16th of the month for the remainder of the employment contract period;
- The position is a 10-month contract with the possibility of renewal for a second academic year.

To apply:

For full consideration applicants must apply for this position by June 9th, 2017; submit electronically a cover letter, resume, and a list of three professional references to:

Phil McDaniel
Associate Director
Student Involvement
4400 University Drive MSN 2D6, Fairfax, VA 22030
pmcdanie@gmu.edu
si.gmu.edu

NOTE: If a candidate wishes to be considered for multiple positions within Student Involvement, he or she may simply indicate which positions on their letter of interest instead of submitting multiple sets of application materials.