

Graduate Assistant of Community Standards

The George Mason University, Office of Housing and Residence Life welcomes all qualified candidates to apply for the position of Graduate Assistant of Community Standards for the 2018-2019 academic year.

Responsibilities:

The Graduate Assistant of Community Standards is a 10-month, live-in staff member who supports opportunities for students to flourish and thrive as responsible members of the residential community. The primary responsibilities include initiating, implementing, maintaining and evaluating efforts in the residential area that will result in educational, social and cultural growth for the individual student and the entire living community. 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.

A Graduate Assistant for Community Standards 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:

Outreach

- Develops educational campaigns and initiatives that promotes civility and responsible community living amongst students
- Lead initiatives that to increase students engagement in bystander intervention
- Adjudicate cases involving potential policy violations through the conduct process
- Assist with recruitment, selection and training of student leaders

Education

- Research best practices, developing peer institution contacts and soliciting ideas/feedback from professional staff
- Facilitate training of records management system and education portal
- Participate in the development process of new conduct sanction courses and preventative initiatives
- Instruct pre-designed conduct sanction courses using two methods of delivery: face-to-face instruction and synchronous online instruction via Blackboard

Support & Collaborations

- Collaborate with multiple University Life and Academic Departments on educational initiatives
- Serve on university student experience committees
- Assist and support large-scale initiatives and events

Operations

- Manage communication with students through the conduct e-mail system
- Serve as an *Incident Manager* and oversee coordination of incident referrals for Health & Safety violations.
- Ensure accurate preparation and maintenance of student records electronically
- Assist in the assessment of student experience with an understanding of conduct-related policies, procedures and expectations.
- Prepare reports with data gleaned from informal and formal assessment methods
- 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 for the residential community
- Other duties as assigned

Qualifications:

A successful candidate for the Graduate Assistant for Community Standards position with Community Standards 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. This position requires the candidate to actively take part in the growth and advancement of Community Standards through the lenses of creative inquiry, critical and practical application. In addition, the unit is supported by this candidate's superior skills in administration, use of robust technology, time maximization, research, and initiative. Furthermore, members of the Community Standards team exhibits professionalism, a strong work ethic and leadership capabilities. This candidate shall embody each of the aforementioned. A last success factor for this candidate will be the ability to deliver dynamic presentations to group of varying sizes and convey concepts tailored to the needs of the learner, not limited to face-to-face method of communication. *Preference will be given to candidates with prior residence hall experience as well as studies in academic disciplines: Conflict Analysis, Education, & Social Work or related disciplines.*

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. The anticipated start date for this position is July 23, 2018.

Compensation:

The Graduate Assistant position will consist of nine (9) graduate credits per semester at the Virginia in-state rate for the 2018-2019 academic year, an \$11,000 stipend, on-campus housing in University Townhouses, and a partial meal plan. Compensation does not include student fees. Individuals selected who do not qualify for the Virginia in-state rate will need to pay the difference in tuition. This graduate assistantship is a 10-month, live-in position.

To Apply:

Please e-mail a résumé and cover letter to Aysha Puhl, Associate Director of Living Learning Communities at apuhl@gmu.edu. There is a priority deadline of March 16, 2018, but applications will be accepted until the position is filled.