



Graduate Professional Assistant for the Patriot Experience

The Division of University Life at George Mason University welcomes all qualified candidates to apply for the position of Graduate Professional Assistant for the Patriot Experience for the 2018-2019 academic year.

Position Overview:

The Graduate Assistant for the Patriot Experience is a 20-hour per week Graduate Professional Assistant position specializing in the development, coordination, implementation and assessment of the Patriot Experience co-curricular program at George Mason University. The position reports to the Associate Director for Student Success in University Life. The position is a 10-month Graduate Professional Assistantship renewable for additional academic years dependent on evaluation of performance and the needs of University Life.

Responsibilities:

- Assist the Patriot Experience Coordinating Team with the overall development, implementation and management of the co-curricular program at George Mason University
- Assist with the Patriot Experience Meet and Greet efforts
- Provide on-going training and support to campus partners in University Life related to their involvement in the Patriot Experience, including use of the Get Connected system, branding and marketing of programmatic offerings, etc.
- Collaborate with the Patriot Experience team on the daily management of Patriot Experience co-curricular submissions and participation through the Get Connected system
- Contribute to the evaluation of the Patriot Experience by developing assessment tools and hosting focus groups for student users and University Life Staff
- Attend regular meetings with the Patriot Experience Coordinating Team, Patriot Experience Pathway Teams, and other key stakeholders involved in the development and implementation of the program
- Assist with on-going benchmarking and best practices research of co-curricular programs at other institutions
- Oversee the daily operations of Patriot Experience outreach and marketing, including all social media platforms and on-going communication with Patriot Experience student participants
- Establish and maintain regular contact with support liaisons at Campus Labs to ensure consistent and effective usage of the Get Connected system for all student users and University Life Staff
- Provide assistance to the University Life Patriot Experience Pathway Teams including the on-going development, management and revisions of the co-curricular model
- Represent the Patriot Experience at various new student programming and engagement events including orientation, Welcome2Mason, and large campus programs
- Serve on committees and other projects as assigned by the Associate Director
- Others duties as assigned by Associate Director

Qualifications:

A successful candidate for the Graduate Professional Assistant for the Patriot Experience position at George Mason University will possess prior student leadership and co-curricular engagement experience in a university setting. The candidate must have earned a Bachelor's Degree and be accepted to a graduate program at George Mason University. Candidates must demonstrate leadership, communication, program development, and administrative skills in their previous experience and interview process.



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 to accommodate the needs of University Life and the Patriot Experience.

Compensation:

- The Graduate Professional Assistant position will consist of a \$20,000 - \$23,000 compensation package that includes payment of full-time tuition at the Virginia in-state rate for the 2018-2019 academic year. The remaining money will be distributed evenly via stipend on the 1st and 16th of the month for the remainder of the employment contract period. The total compensation package is contingent on degree program (i.e. Masters or Doctoral program).
- All GA positions are a 10-month contract, August 13, 2018 – May 24, 2019, with the possibility of renewal for a second academic year.

Application Process:

For full consideration, applicants must complete the online application at patriotexperience.gmu.edu and upload a cover letter, resume, and a list of three professional references with contact information by March 16th, 2018. The position will be open until filled.

For questions, contact:

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