



Graduate Professional Assistant **LEAD: Leadership Education and Development**

UNIVERSITY LIFE: *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.*

LEAD's Vision:

More effective, ethical leaders for the world.

LEAD's Mission Statement:

Leadership Education and Development (LEAD) believes that everyone has the potential to be a leader. We provide leadership training, resources, services, and recognition to empower students to create positive change.

Function:

The LEAD Graduate Professional Assistant (GA) will be an integral part of the LEAD team, helping to provide leadership training, resources, services, and recognition to empower all Mason students to become more effective, ethical leaders.

The LEAD GA will assist in the coordination, implementation, and evaluation of major LEAD office programming. They will co-supervise the Student Leadership Consultants with the Association Director, serve as a co-advisor for the L-TEAM, serve as a teaching assistant for the Ethics and Leadership course (INTS 404), and facilitate leadership workshops.

Direct Reporting Supervision:

Lisa Snyder
Associate Director, Leadership Education and Development

General Supervision:

Nick Lennon
Director, Leadership Education and Development

Phil Rippa
Office Manager, Leadership Education and Development

Required Skills/Qualifications:

Required:

- Must be enrolled as a full time graduate student in one of George Mason University's Graduate Programs (not provisional admission).
- Must have and maintain a 3.0 GPA.
- Must be in good academic and judicial standing.
- Must be available for entire 2018-2019 Academic Year.
- Must possess strong written and verbal communication skills
 - Must meet English language proficiency requirement.
- Must be able to work 20 hours per week.
- Must be able to participate in monthly 1:1s with supervisor.
- Must be available for the Leadership Mason Conference, Brown Bag Lunch Series, Alumni Leadership Speaker Series, Fear 2 Freedom, Emerging Leaders Program, Freedom and Learning Forums, Dear World, Family Weekend Day of Service, Siblings Weekend Day of Service, 9/11 Day of Service, Mason LIFE partnership, Hampton Middle School Leadership Workshops, Incredible Leadership Conference, Somatic Leadership Institute, and Ethics and Leadership course (*as class schedule permits*).
- Must have demonstrated experience and skills in working with college students, new students, and campus stakeholders.
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate.
- Must be able to work successfully as an individual and within a team.
- Must have an ability to relate to people from diverse backgrounds.
- Must have a sincere desire to help students.
- Must exhibit exceptional professionalism and a strong work ethic.
- Must have a strong interest in leadership programming and theory, supervision and mentorship of students, as well as facilitation and outreach.

Position Responsibilities:

- Assist in the coordination, implementation, and evaluation of major LEAD office programming (e.g. Leadership Mason Conference, Brown Bag Lunch Series, Alumni Leadership Speaker Series, Fear 2 Freedom, Emerging Leaders Program, Freedom and Learning Forums, Dear World, Family Weekend Day of Service, Siblings Weekend Day of Service, 9/11 Day of Service, Mason LIFE partnership, Hampton Middle School Leadership Workshops, Incredible Leadership Conference, Somatic Leadership Institute, and Ethics and Leadership course).
- Co-advise and co-supervise the Leadership Consultants (LCs)
- Facilitate monthly 1:1 meetings with the LCs
- Serve as a co-advisor for the L-TEAM (student group)
- Coordinate the presentations/workshops that the Leadership Consultants facilitate with student organizations, UNIV 100 classes, etc.
- Advisor for the Emerging Leaders Program
- Teaching Assistant (TA) for the Ethics and Leadership Course.
- Facilitate/co-facilitate a variety of leadership workshops for various groups (e.g. UNIV 100 Class, RA Training, Patriot Leader Training, Student Organizations, etc.)

- Coordinate and implement (in conjunction with the LCs) the Alumni Leadership Speaker Series, Brown Bag Lunch Series, LEAD's involvement in Siblings Weekend, Community Service and Outreach programs
- Serve as a representative and liaison for the LEAD Office through collaboration with departments and student organizations (e.g. Student Involvement, Transition Resource Center, etc.)
- Maintain a healthy, ongoing, professional relationship and communication with your supervisors.
- Make yourself visible and identifiable as a member of the LEAD staff and serve responsibly in that role.
- Be available to assist the LEAD Office when necessary.
- Participate in periodic written and oral performance evaluations, including an exit interview.
- Other duties as assigned by the Associate Director and Director.

Time Commitments:

The Graduate 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. Must be available for LEAD Team Retreat on August 20-21, 2018

Compensation:

The Graduate Professional Assistant position will consist of a compensation package based on the following

- Compensation rate determined by George Mason University Provost Office. (Rate dependent on graduate student level – spread equally across Fall 2018 and Spring 2019.) Rate can be found on George Mason University Provost Office website: <https://provost.gmu.edu/academics-and-research/graduate-education/graduate-student-appointments-fellowships>
- The remaining balance of the total compensation can be allotted as a tuition grant to offset tuition costs (tuition compensated at full-time Virginia in-state rate for the 2018-2019 academic year).
- Total compensation package will not exceed \$20,000
- The LEAD Graduate Professional Assistant position is a 10-month contract from approximately August 10, 2018 – May 9, 2019 with the possibility of renewal for a second academic year. We will be in touch with the successful candidate regarding first official day in the office.

To apply:

To apply for this position, please submit a letter of interest, resume, and the contact information of three professional references to:

Name: Phil Rippa

Title: Office Manager

Unit: LEAD

Email: prippa@gmu.edu

URL: <http://lead.gmu.edu/>

Address:

George Mason University

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