



## **POSITION POSTING #155327**

### **Graduate Professional Assistant University Life Assessment**

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#### ***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.*

#### **Mission Statement**

The Office of University Life Assessment serves the division of University Life by promoting a culture of evidence and accountability and providing staff with the tools and resources needed to demonstrate the impact of the division's work and to improve organizational effectiveness. In pursuit of this mission, University Life Assessment champions the use of evidenced-based planning and decision-making and provides leadership, coordination, coaching, training, and support for division and unit-level assessment, research, and retention activities.

#### **Function:**

The Assessment Graduate Professional Assistant works alongside the Associate Director of University Life Assessment to gather and provide assessment information to the Division of University Life (UL). This position will assist in promoting a culture of assessment and is responsible for supporting and managing assessment-related training, resources, activities and reports. In addition to meetings with UL Units and University partners, the position holds a position in the University Life Assessment Committee, which meets on a regular basis to discuss the effectiveness of our assessment efforts and to plan for future assessment activities at the unit and division levels. This position reports to the Associate Director of University Life Assessment.

## **Required Skills/Qualifications:**

### Required Qualifications:

- Must be enrolled in one of George Mason University's Graduate Programs (not provisional admission)
- Must be proficient in Microsoft Word and Excel
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate.
- Must possess strong written and verbal communication skills
- Must be in good academic standing
- Must be able to relate to people from diverse background and experiences
- Must exhibit exceptional professionalism and a strong work ethic.
- Must be available and accessible for the time commitment involved.
- Must meet George Mason University's English proficiency requirements. Please visit the Admissions section of the current university catalog for these requirements.

### Preferred Qualifications:

- Experience in assessment, data collection, and analysis (both quantitative and qualitative data)
- An interest or passion in collection, analysis, reporting and visualization of data of all kinds
- Working knowledge of SPSS
- Must be organized, professional, and possess a strong attention to detail
- Personal drive and initiative in this work
- Utilize creative thinking skills in order to coordinate programs and initiatives and consider multiple issues, needs, possibilities, etc.
- Confident working with department directors
- Ability to quickly learn and contribute to the initiatives

## **Position Responsibilities:**

### Key Responsibilities:

- Collect, compile, and analyze both qualitative and quantitative data
- Work with online survey and student engagement platforms on student facing and administrative sides (Presently: Campus Labs' Baseline and Collegiate Link, aka "Get Connected")
- Work with various national survey information, such as NSSE, BCSSE, Gallup, EB/ACUHO-I, etc.
- Work with institutional, divisional, and unit-level surveys
- Design presentations and reports for key stakeholders
- Support the work of Divisional Operations and Planning by working with the greater team on the variety of assessment, strategic, and technology initiatives
- Provide critical support for data collection, analysis and reporting processes.
- Support ULTS through assistance managing and propagating the use of the Campus Labs suite.
- Oversee and support the implementation and processes of the University Life Student Employee Rubric
- Other duties as assigned

### **Time Commitments:**

The Graduate Assistant position is designed for a 20 hour per week work commitment. The exact schedule may be flexible, depending on the Graduate Assistant's needs and responsibilities.

### **Compensation:**

- The Graduate Assistant position will consist of a \$20,000.00 compensation package;
- GA stipend will be paid on the 1st and 16th of the month for the duration of employment contract period;

Stipend amounts are determined by the Provost Office Graduate Education according to student degree status: <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;
- The GA position is a 10-month contract, August 25, 2018 – May 24, 2019, with the possibility of renewal for a second academic year.
- Contract is renewable for a second year upon mutual agreement of graduate assistant and supervisor. If renewed for a second period, contract length will be contingent upon mutual agreement and available funding.

### **To apply:**

#### **HireMason position #155327**

Apply within HireMason and include a letter of interest, resume, and a list of three professional references.

Please direct questions to:

Elysia Lash, MBA  
Associate Director  
University Life Assessment, Research, and Retention  
George Mason University  
SUB I, Suite 4211, MSN 2A4  
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Review of application materials will begin immediately and continue until the assistantship has been filled.