



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 Spring 2019 semester and 2019-2020 academic year. This position requires the applicant to be available for 20-29 hours during Summer 2019.

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 team with the overall development, implementation and management of the co-curricular program at George Mason University
- Serve as the lead Patriot Experience representative on the Mason 360 project including usability testing, sitting in committee meetings, reporting findings, developing training, and communicating with Involvio
- Collaborate with the Patriot Experience team on the daily management of Patriot Experience co-curricular submissions and participation through the Get Connected system
- 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.
- Contribute to the evaluation of the Patriot Experience by developing assessment tools and hosting focus groups for student users and University Life Staff
- 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
- 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. The funds will be distributed evenly via stipend on the 1st and 16th of the month for the contract period. The remaining balance of the total compensation can be allotted as a tuition grant to offset tuition costs. Stipend amounts are determined by the Provost Office Graduate Education according to student degree status:
https://mymasonportal.gmu.edu/bbcswebdav/orgs/AU_Provost_PW/Provost/AcademicAffairs/GraduateEducation/GraduateStudentAppointments/Compensation-Rates-AY-2018-19.pdf
- All GA positions are a 10-month contract, August 19, 2019 – May 22, 2020, with the possibility of renewal for a second academic year.
- Spring semester contract to begin effective immediately to May 24, 2019.
- Summer contract begins May 26, 2019 to August 16, 2019 at \$15/hr for 20-29 hours per week.

Application Process:

For full consideration, applicants must email a cover letter, resume, and a list of three professional references with contact information to athomp30@gmu.edu as soon as possible. The position will be open until filled.

For questions, contact:
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