



Diversity, Inclusion, and Multicultural Education
+ Lesbian, Gay, Bisexual, Transgender, Queer
and Questioning Resources

**Student Transition Empowerment Program (STEP)
Position Description
Graduate Assistant for Staff Support
Summer 2019**

The Student Transition Empowerment Program (STEP)

The Student Transition Empowerment Program (STEP) is an initiative in the Office of Diversity, Inclusion, and Multicultural Education (ODIME) + LGBTQ Resources created to enhance the recruitment, engagement and retention of first generation college students accepted to George Mason University. Our mission is to empower students through academic skills, access to resources, community building, self-discovery, and the global citizenship needed to compete in today's college environment and beyond.

STEP is divided into two key components:

- *STEP Summer*: STEP Summer is a residential program for selected, first-year George Mason University students. STEP students live on campus during the program (including weekends), earn three college credits (one class), and build a support network of peers, faculty, and staff prior to the start of their freshman academic year; and
- *STEP Academic Year*: STEP students who successfully transition from the summer portion continue on as STEP Scholars. STEP Scholars take University (UNIV) 100 together in the fall and participate in ongoing support and programmatic initiatives throughout their time at Mason.

Position Description

This position is for summer 2019 ONLY.

The Graduate Assistant for Staff Support will lead six undergraduate student staff members (five peer mentors and one program coordinator) in educating, supporting, and guiding STEP students toward a successful transition into their first semester of college. This position requires a great deal of flexibility, as work hours during the program will include evening, weekend, and overnight shifts. In addition, this position requires a great deal of patience, conflict resolution skills, a deep understanding of diversity and social justice, and the ability to respond quickly to emergency situations.

Specific responsibilities of this position include:

- Attending all required trainings, both with ODIME + LGBTQ Resources Staff as well as University-led trainings
- Be present for all dates of the program, including training, program dates, and post program clean up day

- Assist in the planning and implementation of summer staff training (as well as attend all training dates). These dates are as follows:
 - March 21st, 5:30 pm to 9 pm
 - April 19th, 12 pm to 3 pm
 - Wednesday June 12th through Saturday June 15th – 10 am to 7 pm **each day**
- Live on campus throughout the duration of the summer program, including training days, evenings, and weekends:
 - Move in for summer staff: Wednesday June 12th, 2019
 - Summer training dates: Wednesday June 12th – Saturday June 15th, 2019
 - Student move in date: Sunday June 16th, 2019
 - Freshman Orientation: Monday June 17th – Tuesday June 18th, 2019
 - Program dates: Wednesday June 19th through Saturday July 27th, 2019
 - Post-Program Day: Sunday July 28th, 2019 (all day until 5 pm)
- Assist with participant move in and move out
- Attend all STEP weekend activities and field trips
- Report to Jan Quijada (Assistant Director for STEP) for supervision and evaluation of performance
- Lead daily summer staff meetings, which will be held Monday through Friday from 12:00pm – 2:00pm during program dates
- Provide support, mentorship, and supervision to student staff members
- Develop individualized support plan for student staff, including designating times when staff members are off duty
- Meet individually with student staff at least three times per week, daily when needed
- Develop and implement the on-call schedule for summer staff, to include evenings, overnights, weekends, and off campus outings
- Develop, implement, and monitor student staff attendance schedules to ensure coverage at workshops and events
- Assign student staff members to study halls, field trips, workshops, and other related activities
- In collaboration with supervisor, develop sanction structure for staff members who do not follow program rules/policies or do not meet program/position expectations
- Support Peer Mentors in planning weekend/field trips with their individual team members
- Monitor cleaning guidelines and weekly cleaning schedule
- Mediate conflicts that might arise between summer staff members, as well as staff members and students
- Support student staff in conflict resolution and modeling positive leadership
- Evaluate performance of all student staff throughout the program
- In collaboration with the Graduate Assistant for Residence Hall Support, lead townhall and emergency program meetings
- Immediately inform supervisor of emergency situations, in particular if a student is injured or is a danger to themselves or the STEP community
- Work in collaboration with other summer staff members and ODIME + LGBTQ Resources professional staff in all programming, educational, and logistical components of the program
- Adhere to all housing guidelines and responsibilities as outlined by the Office of Housing and Residence Life.
- Support all safety and conduct regulations for STEP and George Mason University
- Serve as a present, positive, and supportive role model

- Represent yourself, STEP, ODIME + LGBTQ Resources and George Mason in positive ways on social and other media, and exhibit good judgement and a positive public presence

***** Please note:** All summer staff members are NOT ALLOWED to have another employment position during summer training dates, summer program dates, or post-program clean up/staff day. They are also not allowed to take any courses during this time period.

Required dates – Graduate Assistant for Staff support is REQUIRED to attend the following:

- March 21st, 5:30 pm to 9 pm, ODIME Multipurpose Room, Graduate Assistants' meeting with Assistant Director and Director of STEP
- April 19th, 12 pm to 3 pm, ODIME Small Conference Room, mandatory training for all summer staff
- June 12th – June 15th, 10 am to 7 pm, Location TBD, Mandatory training for all summer staff
- June 16th – July 27th, Program dates (including move in and Freshmen Orientation)
- July 28th, all day, Post program day/clean up of residence hall and staff move out
- Additional university-led trainings (including Title IX, Motor Pool, Golf Cart, etc)

Incentives

- Single room on-campus housing beginning Wednesday June 12th, 2019 through Sunday, July 28th, 2019
- \$150 per week in Mason money throughout training and program dates to cover the cost of meals
- General parking permit
- \$3,600 stipend

Qualifications

- Must be enrolled in graduate program at George Mason University (proof of enrollment is required for this position). Candidates who will be starting their graduate program Fall of 2019 may be considered
- Preference will be given to candidates with 1) substantial experience in residence life; 2) experience mentoring and/or supervising students; 3) extensive involvement in multicultural affairs; 4) program planning experience; and 5) a commitment to leadership development
- Experience working with first generation college students is a plus

How to apply

The application consists of four components:

1. Cover letter
2. Resume
3. List of three professional references. One must be an academic/professor reference:
 - a. Name of reference
 - b. Title and organization

- c. Relationship to applicant and length of time reference has known applicant
 - d. Contact information, to include email address and phone number
 - e. Preferred method of contact
4. A PDF document with answers to the following three questions:
- a. The STEP program is a community of first generation students representative of various social identities (racial, ethnic, religious, and socio-economic backgrounds and experiences). How would you cultivate and create a community amongst participants, as well as with the summer staff?
 - b. What does cultural competency mean to you?
 - c. Why are you the ideal candidate for this position?

Please send all application materials to step@gmu.edu. The deadline to apply is **Tuesday February 5th at 11:59 pm**. **No late applications/application materials will be accepted!**

Application Timeline:

- Deadline: **Tuesday February 5th at 11:59 pm**
- Finalists notified of interviews: Friday, February 8th
- Dates of interviews: Monday February 11th – Friday February 15th
- References checked: Monday February 18th – Friday February 22nd
- Applicants notified of their status: Friday February 22nd