



POSITION POSTING

Graduate Assistant for Community Standards Housing & Residence Life

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

Housing and Residence Life is committed to providing a safe and well-maintained student-centered environment that is innovative and inclusive of a global community. We are dedicated to creating a home that enriches the experiences of our students, staff and faculty.

Function:

The Graduate Assistant of Community Standards is a 10-month, live-in staff member who supports opportunities for students to flourish and thrive as responsible members of the residential community. The primary responsibilities include initiating, implementing, maintaining and evaluating efforts in the residential area that will result in educational, social and cultural growth for the individual student and the entire living community. This position is also a critical part of the University Townhouses staff and will be responsible for cultivating a safe, respectful and inclusive residential community under the leadership of the University Townhouses Assistant Director for Residential Communities.

Required Skills/Qualifications:

A successful candidate for the Graduate Assistant for Community Standards position with Community Standards at George Mason University will have earned a Bachelor's degree and be accepted to a Graduate Program at George Mason prior to the start of the position. This position requires the candidate to actively take part in the growth and advancement of Community Standards through the lenses of creative inquiry, critical and practical

application. In addition, the unit is supported by this candidate's superior skills in administration, use of robust technology, time maximization, research, and initiative. Furthermore, members of the Community Standards team exhibits professionalism, a strong work ethic and leadership capabilities. This candidate shall embody each of the aforementioned. A last success factor for this candidate will be the ability to deliver dynamic presentations to group of varying sizes and convey concepts tailored to the needs of the learner, not limited to face-to-face method of communication. Preference will be given to candidates with prior residence hall experience as well as studies in academic disciplines: Conflict Analysis, Education, & Social Work or related disciplines

Position Responsibilities:

A Graduate Assistant for Community Standards at George Mason University contributes to the mission of the Office of Housing and Residence Life. Responsibilities fall into the categories of Educational Program Development, Departmental Responsibilities, Student Development, and Administrative Duties to include, but not limited to:

Outreach

- Develops educational campaigns and initiatives that promotes civility and responsible community living amongst students*
- Lead initiatives that to increase students engagement in bystander intervention*
- Adjudicate cases involving potential policy violations through the conduct process*
- Assist with recruitment, selection and training of student leaders*

Education

- Research best practices, developing peer institution contacts and soliciting ideas/feedback from professional staff*
- Facilitate training of records management system and education portal*
- Participate in the development process of new conduct sanction courses and preventative initiatives*
- Instruct pre-designed conduct sanction courses using two methods of delivery: face-to-face instruction and synchronous*
- online instruction via Blackboard*

Support & Collaborations

- Collaborate with multiple University Life and Academic Departments on educational initiatives*
- Serve on university student experience committees*
- Assist and support large-scale initiatives and events*

Operations

- Manage communication with students through the conduct e-mail system*
- Serve as an Incident Manager and oversee coordination of incident referrals for Health & Safety violations.*
- Ensure accurate preparation and maintenance of student records electronically*
- Assist in the assessment of student experience with an understanding of conduct-related policies, procedures and*
- expectations.*
- Prepare reports with data gleaned from informal and formal assessment methods*

- *Contribute to the development of a positive student experience in the University Townhouses through programming*
- *initiatives, student engagement, and participating in the evening and weekend on-call rotation for the residential*
- *community*
- *Other duties as assigned*

Time Commitments:

The Graduate Assistant position is designed for 20 scheduled office hours per week in addition to participation in an evening, weekend, and holiday on-call rotation for University Townhouses. During the academic year, extended hours, as well as night and weekend hours, may be required. Any additional employment or academic commitments (internships, practicum assignments, etc.) must be approved by the Director of Residence Life or designee in advance. The anticipated start date for this position is mid-July, 2019.

Compensation:

The Graduate Assistant position will consist of nine (9) graduate credits per semester for the 2019-2020 academic year, an \$11,000 stipend, on-campus housing in University Townhouses, and a partial meal plan. Compensation does not include student fees. This graduate assistantship is a 10-month, live-in position.

To apply:

To apply for this position, please do so by submitting a letter of interest, resume, and three professional references to:

*Brad Teague
Assistant Director for Staff Onboarding and Development
Housing and Residence Life
bteague2@gmu.edu*

**Priority deadline for application materials is March 22nd, 2019, but materials will be accepted until the position is filled.*