



POSITION POSTING

Graduate Assistant for Residential Student Engagement – The Ridge 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 for Residential Student Engagement and The Ridge is a 10-month, live-in staff member who promotes residential community development through social, cultural, and educational initiatives and activities. The primary responsibilities include initiating, implementing, maintaining and evaluating efforts in the residential area that will result in social, cultural, and educational growth for the individual student and the entire living community. This position is also a critical part of the University Townhouses Graduate Resident Advisor staff and will be responsible for cultivating a safe, respectful and inclusive residential community under the leadership of the University Townhouses Community Director. This position reports primarily to the Assistant Director for Student Involvement and Residential Student Engagement and secondarily to the University Townhouses Community Director.

Required Skills/Qualifications:

A successful candidate for the Graduate Assistant for Residential Student Engagement and The Ridge position 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. Candidates must have strong leadership and interpersonal skills and must exhibit professionalism and ability to work successfully within a team. Preference will be given to candidates with prior experience with event planning and management, residence life on-call responsibilities, leadership development and training, and staff supervision.

Position Responsibilities:

The Graduate Assistant for Residential Student Engagement and The Ridge at George Mason University contributes to the mission of Housing and Residence Life. Responsibilities fall into the categories of Program Development, Departmental Responsibilities, Student Development, and Administrative Duties to include, but not limited to:

**** The Ridge:***

- o Oversee the daily operations of The Ridge student lounge and Residence Life Staff resource center including student staff, supply inventory, marketing and communications;*
- o Maintain accurate records of use of The Ridge to develop initiatives to drive use of the space during traditionally unused hours;*
- o Coordinate all aspects of the Program Assistant student staff role including recruitment, training, supervision, on-going development and management, and evaluation;*
- o Develop, promote, and execute initiatives and events that are located in The Ridge student lounge;*
- o Assist with planning and execution of large scale programming events and initiatives both in The Ridge, and around campus as needed;*

**** General:***

- o Contribute to the development of a positive student experience in the University Townhouses through resident engagement and participation in the evening and weekend on-call rotation;*
- o Serve as a primary point of contact and provide oversight and assistance to large-scale Residence Life and collaborative programs in The Ridge and throughout the residential communities. Responsibilities may include marketing, communications, vendor and performer contracting, purchasing, risk management, and assessment;*
- o Support all large-scale initiatives and events coordinated by Housing and Residence Life, including residence hall opening & closing, Welcome2Mason, Homecoming, and all other initiatives, as designated by the Assistant Director for Student Involvement and Residential Student Engagement;*
- o Engage with various campus partners and the University Life division through participation in annual large-scale trainings, events, and committees, such as Homecoming, Pride Week, I-Week, etc.;*

o Other duties as assigned by the Assistant Director for Student Involvement and Residential Student Engagement, Community Director, or designee

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.*