



POSITION POSTING

Graduate Assistant for Residential Student Experience 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 Experience is a 10-month, live-in staff member who supports the recruitment, training and development of undergraduate student staff and the implementation of retention and student success initiatives in the residence halls. The primary responsibilities include providing assistance to the Assistant Director of Residential Student Experience in creating on-going training and development opportunities for student staff members, assisting with the implementation of the Residential Student Curriculum and developing services and programs to support early intervention and retention efforts. 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 Assistant Director of Residential Communities.

Required Skills/Qualifications:

A successful candidate for the Graduate Assistant position at George Mason University will possess prior live-in residence hall or significant student leadership experience at the

undergraduate level, as well as a completed bachelor's degree. The candidate must also be accepted to a graduate program at George Mason University. Candidates must demonstrate strong leadership, decision making, communication, community development and administrative skills.

Position Responsibilities:

The Graduate Assistant for Residential Student Experience at George Mason University contributes to the mission 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:

- Assist with the development, implementation and assessment of annual training programs for Residence Life student staff members.*
- Collaborate with the Assistant Director of Student Experience on all aspects of the annual Resident Advisor Recruitment & Selection Process including marketing, communications, individual and group interview events, etc.*
- 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.*
- Partner with the Assistant Director of Residential Student Experience in developing the University 332: Peer Leadership for RAs course curriculum and managing logistical issues for each fall and spring semester*
- Supervise the Resident Liaison Team and oversees the professional development timeline for the newly-hired Resident Advisors/ Community Advisors mentoring program.*
- Coordinate on-going professional and academic development opportunities for Residence Life student staff members including workshops, campus events, online training resources, etc.*
- Support all large-scale initiatives and events coordinated by Housing and Residence Life, including residence hall opening & closing, Preamble, Block Parties, etc.*
- Actively support all Housing & Residence Life involvement with University Life initiatives such as the Patriot Experience, Student Success Coaching, etc.*
- Other duties as assigned by the Assistant Director of Student Experience, Resident Director, or designee*
- Manage marketing and communication efforts of original material for both print and electronic distribution.*

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 peak times in the academic year, extended 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 at the Virginia in-state rate for the 2018-2019 academic year, an \$11,000 stipend, on-campus

housing in University Townhouses, and a partial meal plan. Compensation does not include student fees. Individuals selected who do not qualify for the Virginia in-state rate will need to pay the difference in tuition. 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.*