

## **Graduate Professional Assistant**

### **Graduate Assistant**

### **Academic Integrity**

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*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**

The mission of the Office of Academic Integrity is to provide education around issues of academic integrity as well as resolve cases of academic dishonesty as they arise. This commitment rises out of our adherence to the six fundamental values of academic integrity as put forth by the International Center for Academic integrity. They include honesty, trust, fairness, respect, responsibility, and courage.

#### **Function:**

The Office of Academic Integrity at George Mason University is seeking a graduate assistant to help manage administrative activities related to academic integrity cases, educational programs, the Honor Committee, and the day-to-day functions of the office. We hope the experience with this assistantship will help prepare the graduate student for a career in student behavior management.

#### **Required Skills/Qualifications:**

- Must be enrolled in one of George Mason University's Graduate Programs
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate
- Must possess strong written and verbal communication skills with the capacity to successfully interact and engage with students and faculty and other university partners
- Must take initiative and utilize creative thinking skills in order to coordinate programs and initiatives and consider multiple issues, needs, possibilities, etc.
- Must have an ability to relate to people from diverse backgrounds
- Must exhibit exceptional professionalism, a strong work ethic, and strong organizational and computer skills
- Must be available for the time commitment involved
- Must have an ability to have developmental and difficult conversations with college students.

#### **Position Responsibilities:**

- Maintain records of academic integrity cases, including intake and upload to online database, communications, and logistics.
- Support the administration and dissemination of policies and procedures regarding academic integrity.
- Assist in developing educational outreach efforts about the Honor Code and issues of academic integrity for the campus community, with the purpose of supporting the development of a campus culture, which respects and encourages academic integrity.
- Assist in organizing student activities and special events to promote academic integrity.

- Facilitate presentations and workshops in-person and online for students, faculty, and staff.
- Assist with marketing and outreach efforts for the Office of Academic Integrity, including management of the department's social media.
- Conduct pre-hearing resolution meetings with students.
- Manage and maintain confidential documents and information in accordance with FERPA.
- Conduct research and analyze data as it relates to Academic Integrity and our processes at Mason and create appropriate reports.

In addition to duties with the Office of Academic Integrity, the graduate assistant will have the opportunity to provide support and assistance to the Office of Student Conduct in similar measure.

**Time Commitments:**

The Graduate Assistant position requires a 20 hour per week work commitment. At times, the work may require extended hours and/or night and weekend work hours.

**Compensation:**

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- The Graduate Assistant position will consist of a \$25,000.00 compensation package;
- GA stipend will be paid on the 1<sup>st</sup> and 16<sup>th</sup> of the month for the duration of employment contract period;
  - 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](https://mymasonportal.gmu.edu/bbcswebdav/orgs/AU_Provost_PW/Provost/AcademicAffairs/GraduateEducation/GraduateStudentAppointments/Compensation-Rates-AY-2018-19.pdf);
- The remaining balance of the total compensation can be allotted as a tuition grant to offset tuition costs;
- All GA positions are a 10-month contract, August 23, 2019 – May 22, 2020, with the possibility of renewal for a second academic year.

**To apply:**

To apply for this position, please submit a letter of interest, resume, and three professional references to Handshake (JOB ID **2641546**). Best consideration deadline: June 1, 2019.

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