POSITION POSTING
Graduate Professional Assistant
Student Support and Advocacy Center

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
The Student Support and Advocacy Center staff believe that students are most successful when they are healthy and happy and they strive to help students find that balance for themselves. SSAC offers students one-on-one support, interactive programming and on- and off-campus resources. Some of the topic areas addressed are healthy relationships, stress management, nutrition, sexual assault, dating/domestic violence, stalking, drug and alcohol use and sexual health.

Function:
The goal of the graduate assistantship is to provide support for efforts related to assisting students in crisis. This position addresses the steady rise of student referrals to the Student Support and Advocacy Center (SSAC). There has been a high influx of students in crisis and students experiencing food insecurity seeking support from the University. The person in this position will provide valuable in-person support to students in order to address concerns and make appropriate campus resource referrals in a timely fashion. This assistantship also helps manage and continue the development of the Patriot Pantry. The graduate assistant reports directly to the Assistant Director of Student Support and Community Outreach.

Required Skills/Qualifications:

- Must be enrolled in one of George Mason University’s Graduate Programs (not provisional admission)
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate.
- Must possess strong written and verbal communication skills
- 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 and a strong work ethic.
- Must be available and accessible for the time commitment involved.
Preferred Skills:
- An interest in college student behavior management and supporting students in crisis;
- The ability to honor the confidentiality of issues addressed by the Center;
- Advanced critical thinking skills in order to navigate complex student concerns;
- The ability to relate to individuals from diverse backgrounds;
- The ability to work in a high-paced environment and have the flexibility to address occasional interruptions;
- Willingness to collaborate with various departments, faculty, and administrators;
- Strong organizational skills and attention to detail; and
- Familiarity operating a PC and have the ability to easily adjust to various software programs, including Pave Software and Microsoft Office products.

Position Responsibilities:

- Meet individually with students in crisis to better understand their complex needs;
- Refer students to the appropriate campus support services and provide academic policy and procedure guidance;
- Oversee the daily operations of the Patriot Pantry;
- Supervise the Patriot Pantry student staff (three undergraduate work study positions; and
- Assist SSAC staff with programming, report writing, and other projects as assigned.

Time Commitments:

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

Compensation:

- The Graduate Assistant position will consist of a $20,000.00 compensation package;
- GA stipend will be paid on the 1st and 16th of the month for the duration of employment contract period;
- The remaining balance of the total compensation can be allotted to offset tuition costs;
- The GA position is a 10-month contract, August 24, 2019 – May 24, 2020, with the possibility of renewal for a second academic year.

To apply:

For full consideration, candidates are encouraged to apply for this position by May 1, 2019. Submit a letter of interest, resume, and three professional references via email to:

John Cicchetti
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Student Support and Advocacy
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