



POSITION POSTING

Graduate Professional Assistant University Career Services

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

We prepare and connect career-ready students for post-graduate success

Function:

This experience is designed to provide training and professional level experience in: individual career advising and planning, outreach, workshop and presentations, and various research and communications projects.

Required Skills/Qualifications:

- Must be enrolled, full-time in one of George Mason University's Graduate Programs (not provisional admission). **The MA in Higher Education and Student Development or Counseling and Development is most suitable. Candidates should ideally be interested in working in a University setting, career services, student support/advising.**
- Must be reliable, responsible, self-motivated, flexible, and dedicated.
- Must possess strong written and verbal communication skills, must be confident and comfortable in meeting with students individually, small or large groups, public speaking.
- Must take initiative and utilize creative thinking skills in order to identify needs of students and the office.
- 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.
- Counseling, teamwork, relationship building skills
- Research, technology and writing skills

Position Responsibilities:

- Provide career advising during “drop-in” hours in person to assist individuals with immediate career/academic concerns, and make appropriate referrals to other student development offices as necessary. Mondays 11am-1pm a MUST.
- Research projects (likely to focus on: the exploratory student and their needs, online services, aligning academic themes to our industry model and experiential learning, strategies to identify “career success stories” and obtaining, compiling and featuring them as needed, organize and develop content for Career Readiness Guide)
- Become knowledgeable of the functions of University Career Services, its staff roles and services
- Support career education programming (i.e. serve as TA, improve surveys for career courses, market courses, interpret data)
- Benchmark other career centers’ resources
- Become familiar with the use of industry information, web-based search engines and technology, and referral to appropriate career resources
- Perform data analysis to support initiatives, programs
- Actively participate in staff meetings and appropriate professional development activities
- Perform outreach, facilitate workshops, table at large scale events and promote University Career Services

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. The schedule is TBD but will likely span across Monday to Thursday 9:00am-5:00pm, with 11am-1pm on Monday a MUST.

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;
 - Stipend amounts are determined by the Provost Office Graduate Education according to student degree status: <http://provost.gmu.edu/wp-content/uploads/Compensation-Rates-and-Appointment-Dates-for-GTAs-GPAs-and-GRAs-AY-2016-17.pdf> ;
- The remaining balance of the total compensation can be allotted as a tuition grant 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:

To apply for this position, please do so by:

Submitting a letter of interest which should state why you are interested in this position/working in career services and how it relates to your career goals, a resume, and three professional references by June 28, 2019 to:

Carolyn Kleiman
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University Career Services
SUB 1 Room 3400
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