Graduate Professional Assistant (GPA) for University Life (Science and Technology Campus)

Overview:

University Life seeks an enthusiastic, collaborative self-starter to provide support for the University Life Science and Technology office, for the 2019/2020 academic year.

The GPA role is a part time, 20-hour per week position, based out of the University Life office at the Science and Technology campus. The Graduate Assistant will report to the Associate Director for Regional Campuses.

University Life (UL) engages students in educationally purposeful experiences resulting in student learning and development, academic success, and degree completion. The UL Science and Technology office prides itself on maintaining a fun, highly collaborative atmosphere conducive to creative ideas and initiatives.

Job Duties:

• In collaboration with the Associate Director, Programming and Administrative Coordinator, and student leaders, the GPA for University Life Science and Technology will play a key role in event development, organization, implementation and promotion at Mason’s Science and Technology Campus,
• Enthusiastically represent University Life (UL) (e.g. services and resources) among the student population and provide Associate Director with regular updates pertaining to student needs and campus climate;
• Share regular communication (newsletter) with Mason students on relevant events and information;
• Play a leading role in the re-development, enhancement, and assessment of the UL Science and Technology website;
• Provide graphic design support for the purpose of marketing campus events and resources; produce fliers, posters, and other communication pieces; assist with web maintenance and manage social media presence;
• Support the Associate Director with quarterly Key Performance Indicator reporting and Tk20 assessment planning;
• In collaboration with Fairfax-based office of Graduate Student Life conceptualize, write at least one blog post for the Mason Grad Insider. (http://gradlife.gmu.edu/masongradinsider/)
• Develop and manage data collection for ongoing student needs assessment as directed;
• Support photography and videography needs for UL Science and Technology;
• Support University Life Science and Technology Advancement efforts;
• Other duties as assigned
Required Skills/Qualifications:

- Enrolled full-time in one of George Mason University’s graduate programs for the Fall 2019 semester;
- Strong ability to multi-task and manage competing demands in a fast-paced, dynamic, and diverse environment;
- Exceptional professionalism and a strong work ethic;
- Excellent interpersonal, written, and verbal communication skills;
- Excellent organizational skills;
- Demonstrated commitment to diversity and inclusion;
- Innovative thinker with the ability to take initiative on ideas and projects;
- Collaborative team player with ability to remain flexible;
- Excellent computer skills in all Microsoft applications;
- Experience with marketing and graphic design;
- Experience with website and multimedia content maintenance;
- Ability to work some regular evening hours and to flex schedule around office needs;
- Ability to walk from building to building (as well as travel to other campuses as needed) to promote and support events and services;
- Ability to present, facilitate, and moderate meetings and events as needed on behalf of University Life

Preferred Skills/Qualifications:

- Prior work experience (at least 2-3 years) in a higher education/student affairs setting;
- Enrolled in an academic program based at Mason’s Science and Technology ’s Campus or within Mason’s Higher Education Program;
- Experience with events management and program delivery;
- Experience in supporting and advocating for a diverse student body in higher education;
- Experience with web content management, development, and strategy;
- Strong knowledge of Adobe Creative Suite, particularly Photoshop, Illustrator, Premier, InDesign and/or other design programs;
- Experience with instructional or multimedia design, production and editing;
- Experience in implementing creative ideas with new media, video, and photography;
- Experience facilitating market research, survey design, focus groups, and/or group interviews;
- Experience using social media including Facebook and Twitter in a professional setting;
- Google analytics familiarity;
- Training/presentation experience
**Time Commitments:**
The Graduate Assistant position is designed for a 20 hour per week work commitment. The exact schedule may be flexible, depending on needs of the unit.

**Compensation:**
Total compensation the Graduate Professional Assistant (GPA) position will be $20,000 for the academic year, which will include a bi-weekly stipend with the remainder applied toward tuition and fees.

**The GPA position is a 10-month contract, August 5, 2019-June 5, 2020.**

**To Apply:**
To apply please submit resume, cover letter and list of three professional references to Michael Galvin, Associate Director, Regional Campuses at mgalvin@gmu.edu. Cover letter and resume should speak to the required and preferred skills/qualifications for the position.  
(NOTE: Applications without a relevant cover letter will not be considered).

**Priority Deadline July 22.** Application materials will be reviewed until position is filled.