



University Life

POSITION POSTING

Graduate Professional Assistant

**(Graduate Assistant for Student Engagement for Racial Justice: 2 Positions)
(ODIME & LGBTQ Resources)**

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 merged offices of Diversity, Inclusion and Multicultural Education (ODIME) and Lesbian, Gay, Bisexual, Transgender, and Queer Resources reflect the following missions:

- ODIME...using student support and advocacy...serving as a resource to members of the Mason community who seek to strengthen their capacities to meaningfully engage and interact with people with different identities and numerous intersections to engage and co-create an inclusive and welcoming campus environment.*
- LGBTQ Resources...works to promote the academic success, health and well-being of lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ) students and their allies. We work to sustain and strengthen a campus climate of safety, equity, inclusion, and respect in which LGBTQ and ally students can succeed and thrive at Mason.*

Function:

The Student Engagement for Racial Justice (SERJ) team supports campus and student engagement for students who are historically underrepresented in higher education and their allies. Through the use of an intersectional lens, the team creates programs that advance the use of equitable practices in the university setting while providing personal identity and leadership development for all students on Mason's campus.

Each Graduate Assistant will report to an Assistant Director within the Student Engagement for Racial Justice team and contribute through the execution of programs, direct student and student organization support. There are also opportunities to create new programs to further the development of the SERJ team and the overall ODIME & LGBTQ Resources department.

The Graduate Assistants (GAs) will work independently on programs and as relevant, work collaboratively as a pair to execute the programs and initiatives noted below in the Position Responsibilities. In addition, the GAs will attend SERJ team meetings and monthly ODIME & LGBTQ Resources all-staff meetings and retreats, serve as student mentors and advisors, committee members as opportunities arise, and provide support as appropriate for other teams and the department overall.

Required Skills/Qualifications:

- *Must be enrolled in one of George Mason University's Graduate Programs (not provisional admission)*
- *Must exhibit exceptional professionalism and a strong work ethic.*
- *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 have an intermediate level of understanding of social justice education.*
- *Must have experience planning programs and/or initiatives that are specific to underrepresented racial and ethnic groups historically underrepresented in higher education.*
- *Must be available and accessible for the time commitment involved.*

Position Responsibilities:

The program portfolio for the GAs will be focused on the following racial and ethnic student populations: Hispanic/Latinx and Southwest Asian and North African students (undergraduate and graduate students included).

Program Portfolio will include the following programs and will be divided based on the interests of the hired GAs:

- *Bienvenida Latina (Hispanic Heritage Month)*
- *Program (TBD) (SWANA Heritage Month)*
- *Graduation Celebration Events for Hispanic/Latinx and SWANA students*

- *MLK Evening of Reflection and Awards Ceremony*
- *XRoads (pronounced “cross roads”) Programming Collective (10-12 students) including recruitment, hiring, and training/development*

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 GA position is a 10-month contract, August 25, 2019 – May 24, 2020

Compensation:

- *The Graduate Assistant position will consist of a \$21,600 compensation package which is separated based on the following:*
 - *\$12,000 stipend*
 - *Tuition support that may not exceed \$8,000*
- *Compensation Considerations:*
 - *GA stipend will be paid on a bi-weekly schedule for the duration of employment contract period;*
 - *Stipend amounts are determined by the Provost Office Graduate Education according to student degree status: <https://provost.gmu.edu/academics-and-research/graduate-education/graduate-student-appointments-fellowships>;*
 - *The remaining balance of the total compensation can be allotted as a tuition grant to offset tuition costs*

To apply:

- *Application Deadline: Monday, August 12, 11:59 p.m.*
- *In-person Interviews: August 19th – August 23rd*
- *Required Student Staff Training: Sunday, August 25th 11:00 a.m. – 3:00 p.m.*
- *Application Materials:*
 - *Letter of interest that includes your preparedness to work with Hispanic/Latinx and/or Southwest Asian and North African students*
 - *Resume*
 - *The name, title, and contact information (phone and email) for three professional references*
 - ****Please submit all information in one (1) pdf file saved with your last name (ex: “LastName_packet” through the George Mason University Handshake platform*

If there are questions regarding the application preparation, please contact:

Dr. Amber Holton-Thomas

Associate Director, Student Engagement and Racial Justice

ODIME & LGBTQ Resources (odime.gmu.edu or lgbtq.gmu.edu)

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