POSITION POSTING
Graduate Professional Assistant
Alcohol, Tobacco and Other Drugs
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 is committed to providing an empowering environment for all Mason students to seek support services and to explore healthy life choices. We offer educational programming, one-on-one consultations, and resources in the areas of sexual and interpersonal violence, financial well-being, substance use, and collegiate recovery. We also assist students encountering barriers to personal success.

Function:
The purpose of this position is to support the Student Support and Advocacy Center in their efforts toward prevention and intervention work regarding all topics within Alcohol, Tobacco and Other Drugs.

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.
- Must have experience or knowledge regarding Alcohol, Tobacco and Other Drug topics

Position Responsibilities:
- Develop and implement trainings/presentations/programs focused on providing education regarding alcohol, tobacco and other drugs (ATOD) to students, faculty, and staff
Collaborate with other campus departments as needed
• Assist in the development and dissemination of communication materials, including using social media to publicize SSAC events and distribute ATOD information
• Assist in the planning, implementation, and promotion of ATOD programs, including but not limited to; binge drinking, marijuana use, tobacco cessation, coping skills, and safety planning (ex., 21st Birthday Initiatives, 4/20, Great American Smokeout, etc.)
• Assist in the training and/or management of the Substance Use Peer Educator program when needed
• Must have an ability to relate to people from diverse backgrounds
• Must exhibit exceptional professionalism and strong work ethic
• Must be available and accessible for the time commitment involved
• Other duties as assigned by Assistant Director of Alcohol, Tobacco and Other Drug Education and/or members of the SSAC Staff

**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 Professional Assistant position will consist of the following compensation package;
  o GPA stipend, $16,000.00, will be paid on the 1st and 16th of the month for the duration of employment contract period;
  o Tuition grant up to 6 graduate credits at the in-state rate, not to exceed $4,800.00 per semester;
• The GPA position is a 9-month contract, August 25, 2020 – May 24, 2021 (can be flexible as long as it equals 9-months), with the possibility of renewal for a second academic year.
• All information, including rules and regulations, regarding all graduate assistantship can be located on the Provost office Graduate Education website: [https://provost.gmu.edu/academics-and-research/graduate-education/graduate-student-appointments-fellowships](https://provost.gmu.edu/academics-and-research/graduate-education/graduate-student-appointments-fellowships)

**To apply:**
Preferred method to apply: via Handshake (careers.gmu.edu/handshake) by April 2, 2020

If you cannot apply through Handshake, please submit a letter of interest, resume, and three professional references by April 2, 2020 to:

**Lin Chun**  
**Assistant Director for Alcohol, Tobacco and Other Drugs Education**  
**Student Support and Advocacy Center**  
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ssac.gmu.edu