

Graduate Professional Assistant

Campus Events

Student Involvement

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 help students get connected to Mason Nation through campus-wide events, student organizations, trainings, student advocacy and personal interactions to bring ideas to fruition, create a sense of belonging and prepare students for success in their future.

Function:

The Graduate Professional Assistant for Campus Events is a 20-hour per week graduate assistantship in Student Involvement, which is housed in the Division of University Life at George Mason University. As a member of the Student Involvement team, the Graduate Professional Assistant for Campus Events reports directly to one of the advisors for the Patriot Activities Council. Through advisement and event support, the Graduate Professional Assistant for Campus Events promotes the development of community at George Mason University and enhances students' affinity for the institution.

Required Skills/Qualifications:

- Must be enrolled in one of George Mason University's Graduate Programs for the Fall 2020 – Spring 2021 academic year (with preference giving to students in the MA Higher Education Program);
- Prior experience with leadership development, contract negotiations, program/event planning, marketing, promotions, student organizations (preference for Programming Boards and/or assessment and benchmarking techniques);
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate;
- Excellent written, verbal, and interpersonal skills;
- Ability to work in a high-paced, dynamic office atmosphere;
- Must exhibit professionalism and a strong work ethic.
- Must be able to join our team on August 3, 2020;
- Availability to work nights and weekends.

Position Responsibilities:

- Provide oversight and advisement of events by Patriot Activities Council, including:
 - Booking events, performers, spaces, etc.,
 - Purchasing of materials,
 - Execution of contracts, and
 - Risk management and safety;
- Cultivate leadership development and transferable skills in Patriot Activities Council through advising;
- Co-chair the university-wide De-Stress Fest planning committee;

- Serve on committees as needed;
- Assist with the planning, promotion, and execution of large-scale events including but not limited to: Welcome Week, Patriot's Day, Homecoming, International Week, Greek Week, Mason Day, concerts, and comedy shows;
- Provide guidance with program planning and initiative development as needed for the Patriot Activities Council;
- Be an active member on committees within the Student Involvement office and University Life as needed;
- Provide support to other areas of Student Involvement (i.e. Patriot Activities Council, Student Government, Student Organizations, and Fraternity and Sorority Life) as needed;
- Perform other duties as assigned by the Assistant Director for Campus Events and/or the Associate Director for Campus Events.

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;
 - GPA stipend, \$16,000.00, will be paid on the 1st and 16th of the month for the duration of employment contract period;
 - Tuition grant up to 6 graduate credits at the in-state rate, not to exceed \$4,800.00 per semester;
- The position is a 9-month contract, August 3, 2020 – May 7, 2021, 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>

To apply:

For full consideration applicants must apply for this position by **April 10th, 2020**; submit electronically a cover letter, resume, and a list of three professional references to:

Phil McDaniel
 Associate Director
 Student Involvement
 4400 University Drive MSN 2D6, Fairfax, VA 22030
pmcdanie@gmu.edu
si.gmu.edu

NOTE: If a candidate wishes to be considered for multiple positions within Student Involvement, they may simply indicate which positions on their letter of interest instead of submitting multiple sets of application materials.