

Graduate Assistant of Community Outreach and Education

Mission Statement

Housing and Residence Life is committed to providing a safe and well-maintained student-centered environment that is innovative and inclusive of a global community. We are dedicated to creating a home that enriches the experiences of our students, staff and faculty

Responsibilities:

The Graduate Assistant of Community Outreach and Education is a 12-month, live-off staff member who supports opportunities for students to flourish and thrive as responsible members of the residential community. The primary responsibilities include initiating, implementing, maintaining and evaluating efforts in the residential area that will result in educational, social, and cultural growth for the individual student and the entire living community. This position is also a critical part of the staff and will be responsible for cultivating a safe, respectful, and inclusive residential community.

The Graduate Assistant for Community Outreach and Education at George Mason University contributes to the mission of the Office of Housing and Residence Life and will report directly to the Assistant Director of Care and Outreach. **Responsibilities fall into the categories of Community Outreach and Education Development, Administrative Duties, and Departmental Responsibilities to include, but not limited to:**

Community Outreach and Education Development

- Supervise the residential peer educators and the implementation of proactive educational programming in the areas of resiliency and well-being within the residential communities; including hosting weekly staff meetings and program development sessions
- Support the residential communities staff by providing educational initiatives based on trends in the community
- Support the Residential Student Education & Engagement team by providing programs and education for the residential curriculum surrounding the areas of well-being and resiliency

Administrative Duties

- Respond daily to email and phone communication
- Co-manage a budget related to programming expenses and applicable paperwork
- Manage employee files for the residential peer educators, including all documentation related to performance management in line with department and unit expectations

Departmental Responsibilities

- Assist with the recruitment, selection, and training of student leaders
- Serve on departmental and divisional committees as it relates to community outreach and education
- Assist with large-scale Housing and Residence Life operations (move-in, training, etc.)
- Any other tasks as directed by the Assistant Director of Care and Outreach

Required Qualifications:

A successful candidate for the Graduate Assistant for Community Outreach and Education position will have earned a Bachelor's degree and be accepted to a Graduate Program at George Mason prior to the start of the position.

Preferred Qualifications:

The ability to relate to and work with individuals from a diverse background. Willingness to collaborate with various students, staff, and faculty. Strong skills related to organization, communication, technology, time management, and program development. Comfortable working in a fast-paced environment requiring flexibility.

Time Commitments:

The Graduate Assistant position is designed for 20 scheduled office hours per week. Any additional employment or academic commitments (internships, practicum assignments, etc.) must be approved by the Director of Residential Communities or designee in advance. The anticipated start date for this position is July 13, 2019.

- ***Time Commitment of July 13, 2020-August 9, 2020:*** Hired HRL GAs are required start their role prior to the start of the 12 month contract to allow for staff training and preparation for the academic year. **GAs will be paid hourly at \$15/hour from their start date to August 10, 2020 up to 40 hours a week.**

Compensation:

The Graduate Assistant compensation package provided will consist of nine (9) graduate credits per semester at the applicable rate the student is charged for the 2020-2021 academic year and a \$21,350 stipend. Compensation does not include student fees or on-campus housing. This graduate assistantship is a 12-month, live-off position.

The GA position is a 12-month contract, August 9, 2020 – August 10, 2021, with the possibility of renewal for a second academic year.

- Contract is renewable for a second year upon mutual agreement of graduate assistant and supervisor. If renewed for a second period, contract length will be contingent upon mutual agreement and available funding.

To apply:

To apply for this position, please do so by submitting a cover letter, resume, and 3 professional references to:

Meeghan Milette

Email: ResStaff@gmu.edu

PRIORITY APPLICATION DEADLINE: FRIDAY, MARCH 27, 2020