

Graduate Assistant of Community Standards – Outreach

George Mason University Housing and Residence Life welcomes all qualified candidates to apply for the position of **Graduate Assistant of Community Standards – Outreach** for the 2020-2021 academic year.

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.*

Housing & Residence Life 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 Standards is a 12-month position. The primary responsibilities include the implementation of a robust student accountability program focusing on the residential student population. This role facilitates individual awareness around decision making and promotes responsibility, courteous living, and community accountability.

A Graduate Assistant of Community Standards at George Mason University contributes to the shared mission of the Housing and Residence Life and the Office of Student Conduct in conduct case resolution. Responsibilities fall into the categories of Case Adjudication & Management, Outreach, and Administrative Operations, though not limited to:

Case Adjudication & Management (75%)

- Adjudicate cases involving potential policy violations through the conduct process
- Manage cases involving potential policy violations in a timely manner by relying on the conduct process timeline

Outreach (15%)

- Collaborate with the HRL Marketing & Communications team to develop and maintain educational campaigns for in hall policy education
- Collaborate with multiple University Life stakeholders' initiatives related to policy
- Assist in the development and maintenance of the HRL and OSC websites

Administrative Operations (10%)

- Manage communication with students through the conduct e-mail system
- Ensure accurate preparation and maintenance of student records electronically
- Other duties as assigned

Qualifications:

A successful candidate for the Graduate Assistant of Community Standards position with Community Standards at George Mason University will have earned a Bachelor's degree and be accepted to a Graduate Program at George Mason prior to the start of the position. This position requires the candidate to actively take part in the growth and advancement of Community Standards through the lenses of creative inquiry, critical, and practical application. Preference will be given to candidates with prior Residence Life experience as well as studies in the following academic disciplines: Conflict Analysis & Resolution, Education, Social Work, or related disciplines.

Time Commitments:

The Graduate Assistant position is designed for 20 scheduled office hours per week. During peak times in the academic year, extended hours may be required. The anticipated start date for this position is August 10, 2020.

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