

POSITION POSTING

Graduate Professional Assistant Graduate Student Engagement Graduate Student Life

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.

Graduate Student Life Mission Statement:

Graduate Student Life is dedicated to supporting the success and well-being of Mason graduate students by:

- Providing community-building, professional development, and personal development programs
- Connecting graduate students to campus resources
- Identifying and advocating for graduate student needs

Function:

The Graduate Professional Assistant for Graduate Student Engagement provides leadership and program support to Graduate Student Life, focusing on engaging graduate students through programming and communications. The Graduate Professional Assistant assists with program planning and coordination in support of co-curricular experiences of graduate students and is responsible for maintaining and enhancing the Graduate Student Life website and the Mason Grad Insider blog. The Graduate Professional Assistant assists in building a strong graduate community, focusing on well-being, professional development, diversity and inclusion, and academic success. In addition, the Graduate Professional Assistant prepares promotional materials and oversees communication about programs and services using web, social media, mailing lists/listservs, and other outlets. The Graduate Professional Assistant reports to the Director of Graduate Student Life.

Position Responsibilities:

- Plan, implement, and evaluate community building, well-being, diversity and inclusion, professional development, and personal development programs for graduate students, in

collaboration with Graduate Student Life staff (see <https://gradlife.gmu.edu/grad-life-events> for recent events)

- Build and maintain collaborative relationships with partners, including the Provost's Office; University Libraries; Stearns Center for Teaching and Learning; Compliance, Diversity, and Ethics; University Career Services; Learning Services; Outdoor Adventures; Mason Recreation; Office of Diversity, Inclusion and Multicultural Education; LGBTQ+ Resources; and other University Life, academic, and administrative units
- Co-edit, manage, and write posts for the Mason Grad Insider blog (<https://gradlife.gmu.edu/masongradinsider>)
- Promote graduate student engagement via online communications for Graduate Student Life, including managing and updating the website (<http://gradlife.gmu.edu>), the bimonthly Graduate Student Newsletter, and social media accounts
- Serve as a campus resource for graduate students
- Collect, analyze, and report data regarding student interests and needs and current programs and services to use in ongoing program/service improvements
- Support orientations and other graduate student events and activities, working and coordinating with University Life and academic units, the Graduate and Professional Student Association (GAPSA), and other graduate student organizations
- Create various promotional materials, including event flyers; communicate with students and colleagues; assist in maintaining mailing lists and other communications and social media outlets
- Assist with ongoing creation and implementation of strategic goals for Graduate Student Life
- Support strategic goals and priorities of University Life
- Other duties as assigned

Required Skills/Qualifications:

- Must be enrolled full-time in one of George Mason University's graduate degree programs (not provisional admission)
- Must exhibit exceptional professionalism and a strong work ethic
- Excellent organizational, interpersonal, and communication skills (written and verbal)
- Experience working with clients (preferably students) in a service-oriented environment
- Ability to relate to people from diverse backgrounds while creating an inclusive environment
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate
- Must have experience coordinating programs and services that demonstrates use of initiative, creativity, problem-solving, and consideration of multiple issues, needs, and possibilities
- Demonstrated proficiency in Microsoft Word, Excel, PowerPoint, and Outlook, desktop publishing software, and website content management system
- Experience with utilizing social media outlets for outreach and engagement
- Must be available and accessible for the time commitment involved

Time Commitments:

- The Graduate Professional Assistant position is designed for a 20-hour-per-week work commitment on average. At times, the work may require extended hours and/or night and weekend work hours.
- The position is a 9-month contract for the duration of the 2020-2021 academic year, beginning in August 2020 and ending in May 2021, with the possibility of renewal for a second academic year.

Compensation:

- The Graduate Professional Assistant position comes with a compensation package that includes:
 - A stipend of \$16,000, which 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.
- This compensation package applies to a 9-month contract beginning August 25, 2020 and ending May 24, 2021, with the possibility of renewal for a second academic year. The stipend will be prorated to accommodate an earlier start date of August 10, 2020 (preferred).

To apply:

To apply, please submit a letter of interest, résumé, and names and contact information for three professional references via Handshake (strongly preferred; visit <https://careers.gmu.edu/handshake> and search for posting #3643401) or to the address listed below. Please include your graduate degree program and your expected date of graduation in your application materials.

For best consideration, please submit your application by April 13, 2020. Applications will be reviewed until a successful candidate is identified.

Julie Choe Kim, Ph.D.
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