



POSITION POSTING

Graduate Assistant for Living Learning Communities

The George Mason University, Office of Housing and Residence Life welcomes all qualified candidates to apply for the position of **Graduate Assistant for Living Learning Communities** 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 for Living Learning Communities* is a 12-month, live-off staff member who supports the development and execution of their associated Living Learning Community (LLC), assists with the planning and execution of community development, and conducts assessment processes. The primary responsibilities include providing assistance to the LLC Coordinators, Faculty, and hall staff in executing educational initiatives, developing a recruitment plan and creating promotional materials, and participating in both the LLC and student staff selection processes.

The *Graduate Assistant for Living Learning Communities* at George Mason University contributes to the mission of Housing and Residence Life. Responsibilities fall into the categories of Educational Program Development, Departmental Responsibilities, Student Development, and Administrative Duties to include, but not limited to:

- Attend planning meetings with Coordinators, Faculty, Community Directors, and LLC Resident Assistants and meet with students to gain input and feedback on the development of these plans
- Execute logistical plans for programs and events such as reserving buses, buying tickets, purchasing supplies, reserving rooms, and entry into Mason360
- Manage the creation and execution of maker spaces in the residence halls
- Create promotional materials for LLC events including flyers and social media marketing
- Work with the LLC Coordinator to recruit and increase faculty engagement at events and in the community, including but not limited to the Faculty Fellow for the LLC
- Assist in developing an overall recruitment plan for LLC selection and support attendance at various campus events such as Spotlight Days and summer orientation events
- Meet regularly with LLC stakeholders (LLC Coordinators, Community Directors, LLC Resident Assistants, LLC Central) for the associated LLC and attend staff meeting(s)
- Participate in the student staff recruitment and selection process for LLC Ras

- Conduct assessment processes for the associated LLC including pre and post assessments, focus groups with students, and program evaluation
- Other duties as assigned

Qualifications:

A successful candidate for the *Graduate Assistant for Living Learning Communities* position 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. Candidates must have strong leadership and interpersonal skills and must exhibit professionalism, and the ability to work successfully within a team. Preference may be given to candidates with prior residence hall or leadership experience at the undergraduate level.

Time Commitments:

The Graduate Assistant position is designed for 20 scheduled office hours per week. During peak times, extended hours may be required. Any additional employment or academic commitments (internships, practicum assignments, etc.) must be approved by the direct supervising Community Director, or designee, in advance. This position is anticipated to begin on July 13, 2020.

- ***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 9, 2020 up to 40 hours a week.**

Compensation:

The HRL Graduate Assistant compensation package 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