



POSITION POSTING

Graduate Assistant for Residential Communities: Townhouses Housing & Residence Life

George Mason University Housing and Residence Life welcomes all qualified candidates to apply for the position of **Graduate Assistant for Residential Communities: Townhouses** 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.

Function:

The Graduate Assistant for Residential Communities : Townhouses (GARC) is a 12-month, live-off staff member responsible for the educational, social, and cultural growth of the individual student and the overall residential community. The primary responsibilities include initiating, implementing, maintaining, and evaluating efforts in the assigned residential area(s) that will result in a student-centered community that supports the academic mission of George Mason University. The Graduate Assistant is responsible for the overall administration and management of their assigned residential area.

Required Skills/Qualifications:

A successful candidate for the Graduate Assistant for Residential Communities position at George Mason University will possess prior residence hall or significant student leadership experience at the undergraduate level, as well as a completed bachelor's degree. The candidate must also be accepted to a graduate program at George Mason University. Candidates must demonstrate strong leadership, decision making, communication, community development and administrative skills.

Position Responsibilities:

A Graduate Assistant for Residential Communities at George Mason University fulfills five primary areas within Housing and Residence Life. Responsibilities fall into the categories of supervision and leadership, community development and programming, student support and development, collaborations and partnerships, and administrative duties.

Responsibilities to include, but not limited to:

- Serving as the primary HRL professional staff contact for the University Townhouses, a 150-bed upper-division student community approximately ¼ mile from the Fairfax main campus

- Directly supervising four (4) Townhouse Assistants and provide ongoing professional development and support; select, train, and on-board student employees throughout the academic year if needed
- Providing opportunities for staff to receive feedback on the quality and effectiveness of their work; formally evaluate the performance of student employees during the fall and spring semesters
- Engaging with students in the residential community and providing timely and efficient follow-up communication regarding maintenance concerns, student conduct and well-being issues, operations requests, etc.
- Communicating facilities and maintenance concerns to appropriate Housing and Residence Life professionals to ensure timely and satisfactory responses to all student requests
- Developing positive relationships with other University departments (i.e., GMU Police Department, Student Involvement, Counseling & Psychological Services, Student Support and Advocacy Center, etc.) through committees, task forces, and other collaborative opportunities
- Aiding and advising undergraduate student staff in the areas of diversity, inclusion, and social justice
- Serving as a hearing officer to effectively resolve cases of student misconduct within an educational framework
- Completing all assigned administrative tasks using Housing & Residence Life software (StarRez, Involvio, PAVE Suite, etc.)
- Other duties as assigned by the direct supervisor or designee

Time Commitments:

The Graduate Assistant for Residential Communities Townhouses position is designed for 20 scheduled office hours per week. During peak times in the academic year, extended hours will be required. Any additional employment or academic commitments (internships, practicum assignments, etc.) must be approved by the direct supervisor or designee. The anticipated start date for this position is 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 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