



POSITION POSTING

Graduate Assistant for Residential Student Development Initiatives

The George Mason University, Office of Housing and Residence Life welcomes all qualified candidates to apply for the position of **Graduate Assistant for Residential Student Development Initiatives** 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 Residential Student Development Initiatives is a 12-month, live-off staff member who supports the recruitment, training and development of undergraduate student staff and the implementation of retention and student success initiatives in the residence halls. The primary responsibilities include providing assistance to the Coordinator of Residential Student Development Initiatives in creating on-going training and development opportunities for student staff members, assisting with the implementation of the Residential Curriculum and developing services and programs to support early intervention and retention efforts.

The Graduate Assistant for Residential Student Development Initiatives 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:

- Assist with the development, implementation and assessment of annual training programs for student staff members.
- Collaborate with the Coordinator of Residential Student Development Initiatives on all aspects of the annual student staff recruitment and selection process including marketing, communications, individual and group interview events, etc.
- Partner with the Assistant Director and Coordinator of Residential Student Development Initiatives in developing the *University 332: Peer Leadership for RAs* course curriculum and managing logistical issues each semester
- Manage paperwork for student staff hiring, evaluations, disciplinary actions, and exiting. Follow up with supervisors and Human Resources regarding required paperwork and mandatory trainings as they pertain to departmental and university policies.
- Assist with planning and implementation of Residential Curriculum initiatives for first-year, upper division, and INTO Mason residential communities.
- Serve on committees and work groups to create and execute initiatives for residential students and student staff members including but not limited to Residential Curriculum, Freshman Interest Groups, Ongoing Staff Training, etc.

- Coordinate on-going professional and academic development opportunities for student staff members including workshops, campus events, online training resources, etc.
- Support all large-scale initiatives and events coordinated by Housing & Residence Life, including residence hall opening & closing, Preamble, Admissions events, etc.
- Actively support all Housing & Residence Life involvement with University Life initiatives such as the Patriot Experience, Student Success Coaching, etc.
- Other duties as assigned by the Coordinator of Student Development Initiatives.

Qualifications:

A successful candidate for the *Graduate Assistant for Residential Student Development Initiatives* 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 Associate Director of Residential Student Education & Engagement, 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 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