

Graduate Assistant of Student Care and Outreach

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 Student Care and Outreach is a 12-month, live-off staff member that provides support for all residential students, along with the Assistant Director of Care and Outreach, experiencing issues that may challenge their success at Mason, including but not limited to medical, mental health, behavioral, or academic. They are responsible for identifying students of concern, meeting with students, and assessing concerns in order to determine the type of intervention needed as well as resources and support. In addition to providing resources for students, Case Manager is responsible for advocating and coordinating services designed to minimize the potential administrative challenges by fostering a collaborative support network.

The Graduate Assistant for Student Care & Outreach at George Mason University contributes to the mission of the Office of Housing and Residence Life and will report directly to the Assistant Director of Care and Outreach. **Responsibilities fall into the categories of Student Care and Outreach, Administrative Duties, and Departmental Responsibilities to include, but not limited to:**

Student Care and Outreach

- The Case Manager manages a caseload of residential students, under the direct of the Assistant Director of Care and Outreach, and works to develop individual action plans to assist in addressing concerns, which includes but is not limited to mental health, financial distress, food insecurity, academic concerns, etc., identified by the student or staff member
- Coordinate resources and services as needed
- Securely maintain accurate case management notes and records
- Maintain confidential records and/or information and practice discretion
- Respond to referrals and other communication from residents and staff
- Collaborate with residential staff to ensure outreach is completed
- Serve on departmental and divisional committees as it relates to student care and outreach

Administrative Duties

- Respond daily to email and phone communication
- Maintain accurate case management notes and records
- Maintain confidential records and/or information and practice discretion

Departmental Responsibilities

- Assist with the recruitment, selection, and training of student leaders, if needed
- Serve on departmental and divisional committees as it relates to care and outreach
- Assist with large-scale Housing and Residence Life operations (move-in, training, etc.)
- Any other tasks as directed by the Assistant Director of Care and Outreach

Required Qualifications:

A successful candidate for the Graduate Assistant for Community Outreach and Education position will have earned a Bachelor's degree and be accepted to a Graduate Program at George Mason prior to the start of the position.

Preferred Qualifications:

The ability to relate to and work with individuals from a diverse background. Willingness to collaborate with various students, staff, and faculty. Strong skills related to organization, communication, technology, time management, and program development. Comfortable working in a fast-paced environment requiring flexibility.

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. Any additional employment or academic commitments (internships, practicum assignments, etc.) must be approved by the Assistant Director of Care and Outreach or designee in advance. Anticipated start date for this position is July 13, 2020, **please see note below**.

- ***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 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