

POSITION POSTING

Graduate Professional Assistant Student Support and Advocacy Center

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.

Mission Statement

The Student Support and Advocacy Center is committed to providing an empowering environment for all Mason students to seek support services and to explore healthy life choices. We offer educational programming, one-on-one consultations, and resources in the areas of sexual and interpersonal violence, financial well-being, substance use, and collegiate recovery. We also assist students encountering barriers to personal success.

Function:

The goal of the graduate assistantship would be to provide support for efforts related to assisting students in crisis. This position would help support the growing operations of the Patriot Pantry and increase in referrals to the Student Support and Advocacy Center (SSAC). There has been a high influx of students in crisis and students experiencing food insecurity seeking support from the University. The person in this position would provide valuable in-person support to students in order to address concerns and make appropriate campus resource referrals in a timely fashion. Additionally, the individual in this position will assist University Life with emerging initiatives. The graduate assistant would report directly to the Assistant Director of Student Support and Community Outreach.

Required Skills/Qualifications:

- Must be enrolled in one of George Mason University's Graduate Programs (not provisional admission)
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate.
- Must possess strong written and verbal communication skills
- Must take initiative and utilize creative thinking skills in order to coordinate programs and initiatives and consider multiple issues, needs, possibilities, etc.
- Must have an ability to relate to people from diverse backgrounds.
- Must exhibit exceptional professionalism and a strong work ethic.
- Must be available and accessible for the time commitment involved.

Preferred Skills:

- An interest in college student behavior management and supporting students in crisis;
- The ability to honor the confidentiality of issues addressed by the Center;
- Advanced critical thinking skills in order to navigate complex student concerns;
- The ability to relate to individuals from diverse backgrounds;
- The ability to work in a high-paced environment and have the flexibility to address occasional interruptions;
- Willingness to collaborate with various departments, faculty, and administrators;
- Strong organizational skills and attention to detail; and
- Familiarity operating a PC and have the ability to easily adjust to various software programs, including Pave Software and Microsoft Office products.

Position Responsibilities:

- Oversee the daily operations of the Patriot Pantry;
- Supervise the Patriot Pantry student staff (three undergraduate work study positions)
- Meet individually with students in crisis to better understand their complex needs;
- Refer students to the appropriate campus support services and provide academic policy and procedure guidance;
- Assist University Life with emerging initiatives;

Time Commitments:

The Graduate Professional Assistant position is designed for a 20 hour per week work commitment. At times, the work may require extended hours and/or night and weekend work hours.

Compensation:

- The Graduate Professional Assistant position will consist of the following compensation package;
 - GPA stipend, \$16,000.00, 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;
- The GPA position is a 9-month contract, August 17th, 2020 – May 14th, 2021 (can be flexible as long as it equals 9-months), with the possibility of renewal for a second academic year.
- All information, including rules and regulations, regarding all graduate assistantship can be located on the Provost office Graduate Education website:
<https://provost.gmu.edu/academics-and-research/graduate-education/graduate-student-appointments-fellowships>

For full consideration, candidates are encouraged to apply for this position by April 28th, 2020. Submit a letter of interest, resume, and three professional references via email to:

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Student Support and Advocacy
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