



## POSITION POSTING

### Graduate Professional Assistant Well-Being Graduate Assistant University Life

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#### ***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**

As a model well-being university, Mason helps students, faculty and staff build a life of vitality, purpose, resilience, and engagement.

#### **Function:**

A well-being university intentionally cultivates in its community members the knowledge and skills necessary for thriving together. George Mason University and University Life are committed to supporting an environment for students, faculty, and staff with educational, co-curricular, and professional development experiences, which help to educate and enhance well-being.

This position will report to and work with Associate Dean Lewis E. Forrest, II on several projects and committees related to Well-Being for faculty, staff and students. The Graduate Professional Assistant will contribute to projects, workshops and facilitation, and serve as a high-level contributor to committees and collaborations with units and departments across the university.

#### **Required Skills/Qualifications:**

- Must be enrolled in one of George Mason University's Graduate Programs (not provisional admission)

- Must have a positive outlook and 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 and work with individuals from diverse backgrounds.
- Must have the willingness and skill to co-facilitate small group workshops.
- Must exhibit exceptional professionalism and a strong work ethic.
- Must be available and accessible for the time commitment involved.
- Knowledge of a variety of topics and practices related to Well-Being.
- Knowledge of social media management. (Preferred)

### **Position Responsibilities:**

- Assist with campus-wide Well-Being programming and collaborations, to include committee participation.
- Assist with programming execution and workshop facilitation (*specifically Clifton Strengths initiative, BurnAlong fitness/well-being app, and Resilience Badge program*).
- Assist with marketing and promotion, to include use of social media.
- Assist with content of Well-Being related websites, and other marketing materials.
- Assist with assessment and reporting on the progress of Well-Being 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 Assistant position will consist of a \$20,000.00 compensation package;
- GA stipend will be paid on the 1st and 16th of the month for the duration of employment contract period;
  - Stipend amounts are determined by the Provost Office Graduate Education according to student degree status: <http://provost.gmu.edu/wp-content/uploads/Compensation-Rates-and-Appointment-Dates-for-GTAs-GPAs-and-GRAs-AY-2016-17.pdf> ;
- The remaining balance of the total compensation can be allotted as a tuition grant to offset tuition costs;
- The GA position is a 10-month contract, August 25, 2020 – May 24, 2021, with the possibility of renewal for a second academic year.

**To apply:**

To apply for this position, please do so by submitting a letter of interest, resume, and three professional references by (04/24/20) to:

*Mr. Lewis E. Forrest, II  
Associate Dean  
University Life  
4400 University Drive, Fairfax 22030  
lforres1@gmu.edu  
ul.gmu.edu*

*Units are required to post positions in Handshake and can accept applications through the system or do so in another manner (email, online form, etc.).*