

## POSITION POSTING

### Graduate Professional Assistant University Career Services

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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**

We prepare and connect career-ready students for post-graduate success

#### **Function:**

This experience is designed to provide training and professional level experience in: individual career advising and planning, outreach, workshop facilitation and various research and communication projects.

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

- Must be enrolled in one of George Mason University's Graduate Programs (not provisional admission) The MA in Higher Education and Student Development or Counseling and Development programs are most suitable for this position. Candidates should ideally be interested in working in a University setting, career services and or student support/advising role.
- 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.
- Must have counseling, teamwork, relationship building skills.
- Research, technology and writing skills.

### **Position Responsibilities:**

- Provide career advising during drop in hours in person to assist individuals with immediate career/academic concerns, make appropriate referral to other student development offices as necessary. 11am-1pm a must. Days to TBD but Monday-Wednesday strongly preferred.
- Research projects (exploratory student and their needs, online services, aligning academic themes to industry model and experiential learning, identify “career success stories”, supporting career courses and instructors)
- Project support, (possible projects to include: Unpaid internship scholarship, participating on diversity and strategic plan committees, Clearance Ready program follow up, Increasing student engagement/Handshake)
- Become knowledgeable of the functions and teams of University career Services and its staff roles and services
- Support career education programming
- Benchmark other career centers’ resources
- Become familiar with the use of industry information, web based search engines, technology and other career resources
- Perform/support data analysis to support initiatives and programs
- Actively participate in staff meetings and appropriate professional development opportunities
- Perform outreach, facilitate workshops, table at large scale events and promote University carer Services

### **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. The specific schedule is TBD although Monday-Wednesday strongly preferred and being available between 1-3pm.*

### **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 25, 2020-May 24, 2021 (flexible) 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>

### **To apply:**

To apply for this position, please do so by:

Submitting a letter of interest, resume, and three professional references by June 30, 2020 to:

Carolyn Kleiman, Senior Career Counselor  
University Career Services  
4400 University Dr., MS 3B6  
SUB 1, 3400  
Fairfax, VA 22030  
[ckleiman@gmu.edu](mailto:ckleiman@gmu.edu)  
careers.gmu.edu