



POSITION POSTING
Graduate Professional Assistant, Family Programs
[New Student and Family Programs](#)

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.

University Life Vision:

EVERY STUDENT SUCCEEDS

University Life Mission:

University Life cares for the whole student by promoting inclusive well-being and fostering lifelong learning-preparing ethical leaders for the world

University Life Values:

TOGETHER, we achieve our mission through an unwavering commitment to our **values:**

Inclusion and Equity

- We are committed to cultivating an environment of engagement, connection, and belonging that is respectful and fair for everyone

Leadership for Positive Change

- We are committed to cultivating leaders who critically examine and understand the potential impact of their decision and act ethically.

Well-Being

- We are committed to cultivating an environment of understanding and fulfillment of both individual and community well-being that promotes purpose, vitality, engagement, and resilience.

Collaborative Community

- We are committed to cultivating a supportive network of colleagues that shares ideas, learns and creates together, and develops authentic connections.

Strategic Transformation

- We are committed to dynamic action in creating meaningful solutions to anticipate and meet the needs of an ever-changing community.

New Student and Family Programs (NSFP) Mission Statement

New Student and Family Programs envisions a cohesive and impactful transition experience for George Mason University's new students and families that promotes their continuous learning, academic success, social engagement, and ultimately, retention.

The department's mission is to deliver purposeful programs and services for students and families that promote a comprehensive initiation into and deepen a sense of belonging to George Mason University. With new students, their families, and our student leaders as our primary stakeholders, we live these core values:

- 1.) **Student-centeredness:** Understanding and addressing the needs of incoming students, their families, and our student leader teams when making decisions that will impact their experiences as members of the George Mason University community.
- 2.) **Focus on Learning:** Facilitating learning experiences that help us to understand and educate our target audiences.
- 3.) **Innovation:** Functioning proactively and creatively in addressing complex issues related to student transitions.
- 4.) **Excellence through Collaboration:** Working enthusiastically with colleagues across campus to provide high-quality programs.
- 5.) **Inclusion:** Supporting a Mason community where all identities, backgrounds, and perspectives are welcomed.

Function:

The Graduate Assistant for Family Programs will support the Associate and Assistant Directors in delivering current programs and services, along with aiding in the creation and implementation of new programs. The position will report to the Assistant Director of Family Programs and will have some functional oversight of the work of the Student Coordinators and Patriot Leaders on relevant projects.

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/Qualifications:

- Prior experience planning programs or events.

- Prior experience working in higher education and with students.
- Prior experience managing others towards the implementation of projects.

Position Responsibilities:

- Lead the coordination and implementation of the Family Support Series by reaching out to campus partners, identifying topics of each program, identifying dates and times of sessions, and managing assessment of each session.
- Support and assist in the coordination of Family Weekend, Move-In, and other family programming initiatives such as, family anti-racism and service Initiatives.
- Assist the Assistant Director of Family Programs with management and community engagement through Mason Family Connection.
- Assist in management of the Mason Family Connection newsletter, and community postings through the Mason Family Connection site.
- Manage the families@gmu.edu email account and Family Programs websites (i.e. masonfamily.gmu.edu and masonfamilyevents.gmu.edu).
- Coordination – Commencement / returning students, Summer Send-Offs.
- Develop content for family outreach, including the planning, creation, and distribution of the annual Family Calendar.
- Oversee the Family of the Year award process and coordinate the award ceremony in conjunction with Family Weekend.
- Support other initiatives to engage families during key student transitions (such as Mason Parent and Family Council, Parents Fund, etc.).
- Other duties as assigned within New Student and Family Programs.

Time Commitments:

This Graduate 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 \$21,350.00 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.
- Tuition is covered up to 6 graduate credits at the in-state rate, not to exceed \$4,800 per semester.
- The GA position is a 12-month contract, May 24, 2021 – May 23, 2022, with the possibility of renewal for a second academic year.

To apply:

To apply for this position, please submit a resume and cover letter to the position posting on the University's Handshake website (careers.gmu.edu/handshake). For more information about this position, contact:

Daylen Orlick
Assistant Director, Family Programs
New Student and Family Programs
4400 University Drive, MSN 5G2, Fairfax, VA 22030

dorlick@gmu.edu
<https://ofps.gmu.edu>