

## Graduate Professional Assistant Registered Student Organizations (RSO) Student Involvement

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*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 help students get connected to Mason Nation through campus-wide events, student organizations, trainings, student advocacy and personal interactions to bring ideas to fruition, create a sense of belonging and prepare students for success in their future.

### **Function:**

The Graduate Professional Assistant for Registered Student Organizations is a 20-hour per week graduate assistantship in Student Involvement which is housed in the Division of University Life at George Mason University. As a member of the Student Involvement team, the Graduate Professional Assistant for Registered Student Organizations reports directly to the Assistant Director of Student Involvement for Registered Student Organizations. Through advisement and event support, the Graduate Professional Assistant for Registered Student Organizations promotes the development of community at George Mason University and enhances students' affinity for the institution.

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

- Must be enrolled in one of George Mason University's Graduate Programs for the Fall 2021 – Spring 2022 academic year (with preference giving to students in the MA Higher Education Program).
- Prior experience with leadership development, program planning, student organizations, and/or assessment and benchmarking techniques.
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate.
- Excellent written, verbal, and interpersonal skills.
- Ability to work in a high-paced, dynamic office atmosphere.
- Must exhibit professionalism and a strong work ethic.
- Must be able to join our team on August 2, 2021.
- Availability to work nights and weekends.

### **Position Responsibilities**

- Co-advise the Registered Student Organization Leadership Team (RSO LT) with the Assistant Director;
- Assist with the RSO Registration Processes, Trainings, RSO Event Submission Approvals, and RSO event contracts.
- Assist with leadership development programs for the students within RSOs, including but not limited to, membership retreats, trainings, and RSO Fall and Spring Conferences.
- Provide guidance with program planning and initiative development as needed.
- Assist with the planning and execution of university-wide programming.

- Attend weekly RSO LT meetings and other meetings as needed.
- Oversee and maintain the organizational online presence, including the RSO website, social media outlets, internal media relations, and Mason360.
- Be an active member on committees within the Student Involvement office and University Life as needed.
- Provide support to other areas of Student Involvement (i.e. Programming, Student Organizations, & Fraternity and Sorority Life) when needed.
- Perform other duties as assigned by the Assistant Director for Student Involvement and/or the Associate Director of Student Involvement.

**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 (\$8,000 per Fall & Spring semesters), 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 \$3,500 per semester;
- The position is a 9-month contract, August 2, 2021 – May 6, 2022, 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:**

For priority consideration applicants must apply for this position by **March 25, 2021**; submit electronically a cover letter, resume, and a list of three professional references to:

Phil McDaniel  
Associate Director  
Student Involvement  
4400 University Drive MSN 2D6, Fairfax, VA 22030  
pmcdanie@gmu.edu  
si.gmu.edu

**NOTE:** If a candidate wishes to be considered for multiple positions within Student Involvement, they may simply indicate which positions on their letter of interest instead of submitting multiple sets of application materials.