POSITION POSTING

Graduate Professional Assistant
Well-Being Programs & Outreach Graduate Assistant
Center for the Advancement of Well-Being

UNIVERSITY LIFE:
EVERY STUDENT SUCCEEDS

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

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 decisions 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.
Mission Statement
The mission of the Center for the Advancement of Well-Being (CWB) is to catalyze human well-being by promoting the science and practices that lead to a life of vitality, purpose, resilience, and engagement. As an interdisciplinary center at George Mason University, we are dedicated to helping individuals and organizations thrive in a world of complexity and uncertainty.

Function:
This position will support the Center for the Advancement of Well-Being by developing and executing well-being events, programs, resources, and learning experiences to help the Mason community thrive together. Specifically, the GPA will coordinate special outreach and programming initiatives to support members of Mason’s BIPOC (Black, Indigenous, and People of Color) communities. Responsibilities will include program coordination for BIPOC Well-Being Week, Spring into Well-Being, and other recurring campus-wide initiatives. This position will collaborate with university partners to engage students on well-being initiatives, conduct weekly office hours, and support the center’s marketing and communication efforts by developing more interactive and informative social media campaigns. This position will also conduct well-being needs assessments (surveys and focus groups), tracking data, and represent the center at various events. This position will report to Katie Clare, Associate Director for Resilience Programs.

Required Skills/Qualifications:
- Enrolled in one of George Mason University’s Graduate Programs (not provisional admission)
- Knowledge of the science of well-being and supporting practices
- Knowledge of DEI and trauma-informed practices
- Demonstrate the willingness and skill to co-facilitate small group workshops and/or focus groups
- Strong written and verbal communication skills
- Experienced in a range of technologies and social media platforms
- Ability to produce compelling photos and videos
- Strong background and interest in data analytics
- Ability to relate to and work with individuals from diverse backgrounds
- Possess a positive outlook and be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate
- Exhibits exceptional professionalism and a strong work ethic
- Takes initiative and utilizes creative thinking to coordinate programs and consider multiple issues, needs, possibilities, etc.
- Ability to work independently and interdependently
**Position Responsibilities:**

- Support the center’s role in advancing well-being programs and resources for students and strengthen DEI initiatives and outreach.
- Support program evaluation and assessment activities; regularly report and analyze internal data utilizing university reporting system(s).
- Conduct well-being needs assessments (surveys, focus groups) for diverse student populations.
- Assist in coordinating and advertising student well-being programs, including Mason Chooses Kindness (MCK), the Resilience Badge, Project Connect, Koru Mindfulness sessions, and Spring into Well-Being.
- Perform outreach, represent and promote CWB at large-scale and small-scale events and in planning meetings with university partners.
- Assist in curriculum/content development for inclusive co-curricular well-being offerings, including literature reviews, writing annotated bibliographies, and assisting instructor with course logistics.
- Actively participate in staff meetings and appropriate professional development opportunities.
- Communicate with CWB staff and university via email and share meeting summaries with partners involved in the well-being advisory group.
- Collaborate with Graduate Professional students in similar roles in other departments (i.e. Mason Recreation, University Life, OIPS, CAPS, etc.).
- Participate in the University Life Graduate Staff Academy each month, as class schedule allows.

**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 will be determined by the Well-Being Programs GPA and his or her supervisor.

**Compensation:**

- The Graduate Professional Assistant position will be paid a stipend of:
  - $18,522.00, will be paid on the 1st and 16th of the month for the duration of employment contract period;
- Other terms for the position contract include:
  - Tuition grant up to the 6 graduate credits at the *equivalent* in-state rate, not to exceed $4,800.00 per semester; master’s degree students (with exception of MFA students) who are out-of-state do *not* receive in-state tuition rates;
  - Participate in the University Life Graduate Staff Academy each month, as class schedule allows;
- The GPA position is a 9-month contract, August 25, 2023 – May 24, 2024, 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 Graduate Division website: https://graduate.gmu.edu/financial-support/assistantships-lecturers-oncampusemployment

To apply:
To apply for this position, please do so by accessing the posting in Handshake: https://app.joinhandshake.com/emp/jobs/8076420
Alternatively, you can submit a letter of interest, resume, and three professional references (include names, titles, organizations, phone, and email information) by 5 pm on August 10, 2023 to:

Katie Clare (kclare@gmu.edu)
Associate Director for Resilience Programs
Koru Mindfulness Teacher & Mental Health First Aid Facilitator
Center for the Advancement of Well-Being, George Mason University
CWB Homepage: https://wellbeing.gmu.edu