POSITION POSTING
Graduate Professional Assistant
(Employer Events Coordinator)
(University Career Services)

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
At University Career Services, we prepare and connect career-ready students for post-graduate success.

Function:
We are looking for an enthusiastic and energetic person to serve as our Employer Events Coordinator, a valued member of the Employer Relations Team within University Career Services.

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 events, 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 a strong attention to detail and organizational skills.
• Must have demonstrated ability to consistently meet deadlines.
• Must be able to work effectively with limited supervision.

Position Responsibilities:
• Coordinate event logistics, including scheduling room reservations in 25Live and communicating with employers visiting campus.
• Post event information in Handshake, Mason360 and on the UCS Web calendar.
• Collaborate with UCS staff to assess employer needs and make recommendations.
• Manage “day-of” set up, wrap-up and other event tasks for in-person and virtual events (Zoom meetings and webinars) with 10-150 participants.
• Collect and record data including event attendance and trends in Handshake (career management system).
• Previous experience organizing or planning student events is strongly preferred.
• Demonstrated experience trouble-shooting problems and adapting plans to new information in real time is strongly preferred.

Time Commitments:
The Graduate Professional Assistant position is designed for a 20 hour per week work commitment. High probability of evening hours (5pm-8pm), Monday – Thursday during peak recruiting periods (August-October; February-March).

A late July or early August start date is preferred for training and onboarding. Employment outside the of the contract dates will be compensated on an hourly basis.

Compensation:
• The Graduate Professional Assistant position will be paid a stipend of:
  o $19,969, 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 \textit{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 \textit{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 9.5-month contract, August 10, 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: \url{https://graduate.gmu.edu/financial-support/assistantships-lecturers-oncampusemployment}

\textbf{To apply:}

To apply for this position, please do so by:

Submitting a letter of interest, resume, and three professional references by April 1 to:

Mary Claire Kraft  
Senior Manager, Employer and Alumni Engagement  
University Career Services  
4400 University Drive, Fairfax, VA 22030  
SUB I, Room 3400, MSN 3B6  
mkraft2@gmu.edu  
\url{1) Employer Events Coordinator GPA | George Mason University - University Career Services | Handshake (joinhandshake.com)}