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

Function:
Peer Career Mentor (PCM) is a Graduate Professional Assistant position whose main role is to train and supervise 6-10 students acting as Peer Career Advisors (PCAs) and assist with outreach activities,
services, and projects related to University Career Services (UCS). The PCM will be supervised by the On-Campus Employment Specialist and will be thoroughly trained to develop the skills and expertise needed to assist students and alumni with career-related needs. This GPA position is designed for a 20 hour per week work commitment; including all drop-in hours (Mon- Fri, 1pm-3pm). At times, the work may require extended hours and/or night work hours. This role is open to current or incoming graduate students at Mason.

**Required Skills/Qualifications:**

- Bachelor’s degree
- Ability to work a minimum of 20 hours per week
- A genuine interest in assisting others with career-related concerns and questions, working with undergraduate university students, and in gaining supervision and personnel management experience
- Excellent communication skills (oral and written)
- Strong knowledge of MSWord and PowerPoint; knowledge of Excel a plus

**Preferred Qualifications:**

- Previous supervision/leadership experience in a higher education environment
- Previous project management experience and use of project management tools
- Ability to plan, prepare and present with confidence professional presentation materials and resources, including PowerPoint presentations
- Interest in developing knowledge and skills in resume and cover letter writing techniques
- Ability to work effectively without supervision and ask for assistance, when needed
- Receptive attitude toward constructive criticism, and a desire to learn and experience new opportunities
- Creativity and demonstrated strong work ethic

**Position Responsibilities:**

- Critiquing student resumes and cover letters
- Helping students use the online job database Handshake
- Conducting career related presentations
- Assisting students with basic career-related questions
- Lead the hiring, training, and ongoing supervision of all PCAs (6-10 mostly undergraduate students)
- Be responsible for performing and/or scheduling outreach workshops such as Career Studio
- Attend 2 meetings: weekly 1-on-1 with the On-Campus Employment Specialist, and lead the monthly PCA meetings (PCA Staff Meeting). Times are based on student availability; therefore, they may take place outside of regular shift hours
- Required to create PCA work schedule each semester and update as needed
- Work with the On Campus Employment Specialist to create professional development training for PCA team
- Manage PCA station and lobby area operations. Keep area clean, tidy, and stocked with necessary resources
- Support various UCS fairs and events (such as Resume Clinic and the Career Fair)
- Other duties as assigned

**Time Commitments:**

The Graduate Professional Assistant position is designed for 20 hours per week between the hours of 9 am and 5 pm. At times, the work may require extended hours. This is an in-person position location in University Career Services in SUB 1, suite 3400 on the Fairfax campus. Hours are flexible to accommodate your course schedule.
Compensation:

The Graduate Professional Assistant position will be paid a stipend of:

- $18,918.00, 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 (except 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 9.5-month contract, August 12, 2024 – May 16, 2025, with the possibility of renewal for a second academic year. GPA should plan to work during winter break except for the 2 weeks the university is closed.

All information, including rules and regulations, regarding all graduate assistantship can be located on the Provost Graduate Division website: https://graduate.gmu.edu finanzi al-support/assistantships-lecturers-oncampusemployment

To apply:

To apply for this position, please do so by:

Submitting a letter of interest, resume, and three professional references by April 19, 2024 to:

Kaylie Wray
On-Campus Employment Specialist
kwray2@gmu.edu