

POSITION POSTING

Graduate Professional Assistant Well-Being Graduate Assistant University Life

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.

Mission Statement

As a model well-being university, Mason helps students, faculty and staff build a life of vitality, purpose, resilience, and engagement.

Function:

A well-being university intentionally cultivates in its community members the knowledge and skills necessary for thriving together. George Mason University and University Life are promoting and supporting an environment providing students, faculty, and staff with educational, co-curricular, and professional development experiences, helping individuals assess quality of life and values with the goal of cultivating a well-lived life.

Required Skills/Qualifications:

- Must be enrolled in one of George Mason University's Graduate Programs (not provisional admission)
- Must have a positive outlook and 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 and work with individuals from diverse backgrounds.
- Must have the willingness and skill to co-facilitate small group workshops.
- Must exhibit exceptional professionalism and a strong work ethic.
- Must be available and accessible for the time commitment involved.
- Knowledge of a variety of topics and practices related to Well-Being and Diversity and Inclusion.
- Knowledge of website content editing and social media management. (Preferred)

Position Responsibilities:

- Assist with campus-wide Well-Being programming, to include furthering the connections between diversity and inclusion initiatives.
- Assist with programming execution and workshop facilitation (*specifically Clifton Strengths initiative and Resilience Badge program*).
- Assist with marketing and promotion, to include use of social media.
- Assist with maintaining content of Well-Being related websites.
- Assist with assessment and reporting on the progress of Well-Being initiatives.
- Collaborate with various departments on Well-Being related projects.

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 Assistant position will consist of a \$20,000.00 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: <http://provost.gmu.edu/wp-content/uploads/Compensation-Rates-and-Appointment-Dates-for-GTAs-GPAs-and-GRAs-AY-2016-17.pdf> ;
- The remaining balance of the total compensation can be allotted as a tuition grant to offset tuition costs;
- The GA position is a 10-month contract, August 24, 2019 – May 24, 2020, with the possibility of renewal for a second academic year.

To apply:

To apply for this position, please do so by submitting a letter of interest, resume, and three professional references by (05/24/19) to:

*Mr. Lewis E. Forrest, II
Associate Dean
University Life
4400 University Drive, Fairfax 22030
lforres1@gmu.edu
ul.gmu.edu*

Units are required to post positions in Handshake and can accept applications through the system or do so in another manner (email, online form, etc.).