



College of Humanities and Social Sciences  
4400 University Drive, MS 3A3  
Fairfax, Virginia 22030

## **Graduate Professional Assistant for CHSS Research**

The *College of Humanities and Social Sciences (CHSS)* is hiring a GPA at a 10-hour per week commitment to assist CHSS Research in writing and producing resources in support of faculty research and scholarship. CHSS faculty and staff engage in research, analysis and creative work that address essential questions about our lives and our world.

Under the direction of the associate director of research development, the GPA will be responsible for maintaining content for the research section of the CHSS website, assisting with CHSS Research events, and creating articles for the research portion of the CHSS Digest (CHSS's monthly email publication). The GPA will also work collaboratively with other groups in the Dean's office.

This position reports to *Dr. Brooke Gowl, associate director of research development*, and compensation will be based on university standards for Graduate Assistant Compensation Rates, along with experience. Current Provost office minimum compensation for a 10 hr/wk assignment for full academic year (AY) 2021-2022 (8/25/21-5/24/22) is \$8,400. If start date falls after 8/25/21, the stipend will be prorated as needed. For additional information about CHSS Research, please review our web pages at <https://chss.gmu.edu/research>.

### **Duties and Responsibilities:**

Writing, Editing, and Developing Materials (10 hours per week):

- Use funding opportunities databases (such as SPIN, grants.gov, sponsor websites, etc.) to search for opportunities pertinent to CHSS research and scholarship.
- Announce funding opportunities via email, CHSS Digest, and the CHSS website.
- Write and edit articles for CHSS Research news and events.
- Create flyers for CHSS Research events.
- Maintain CHSS Research web pages and SharePoint site with up-to-date content.
- Assist with organizing workshops and events for research and scholarship.
- Work collaboratively with others in the dean's office, such as graduate academic affairs, inclusive excellence initiatives, communications, etc.
- Related duties as assigned.

### **GPA Learning Outcomes:**

- Learn the process of identifying and interpreting funding opportunities.
- Develop an ability to craft compelling written materials, intended to support research and scholarship in the humanities and social sciences.
- Gain proficiency in writing, editing, and creating research development materials for faculty with a variety of disciplines.



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- Learn how to use email and the web to advertise events and resources for faculty.
- Develop a greater understanding of funding for research and scholarship and how it works to support a complex organization.

**Required Qualifications:**

- Candidates must be enrolled in a Mason graduate program.
- Possess excellent writing, editing, research, and organization skills.
- Experience using Microsoft Office, e.g. Word, Excel, PowerPoint, etc.
- Ability to effectively articulate information to an individual and groups.
- Ability to work successfully as an individual and part of a team.
- Must exhibit exceptional professionalism and a strong work ethic.

**Preferred Qualifications:**

- Graduate student (Ph.D. or Masters candidate) with an interest in learning about grant processes who is taking (or has taken) courses in grant writing or other writing and/or communication courses.
- Experience using centralized databases/programs.
- Experience using content management systems to make updates to websites.
- Experience using Adobe Acrobat, working with PDFs.

**Employment Dates and Details:**

Academic year 2021-2022 (8/25/21-5/24/22). Depending on COVID-19 conditions, there is the opportunity for the GPA to telework. **Direct questions and applications to Dr. Brooke Gowl at [bgowl@gmu.edu](mailto:bgowl@gmu.edu).** To apply, please submit a cover letter, resume, and sole-author writing sample. **Priority deadline is 5:00 p.m. on August 19, 2021. Position will remain open until filled.**

Please review [university eligibility requirements](#) before applying.