



## POSITION POSTING

### Graduate Professional Assistant

### LEAD: Leadership Education and Development

---

#### 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 Leadership Education and Development Office (LEAD) believes that everyone has the potential to be a leader. We provide leadership training, resources, services, and recognition to empower students to create positive change.

**Function:**

The LEAD Graduate Professional Assistant (GA) will be an integral part of the LEAD team, helping to provide leadership training, resources, services, and recognition to empower all Mason students to become more effective, ethical leaders.

The LEAD GA will assist in the coordination, implementation, and evaluation of major LEAD office programming. They will co-supervise the Student Leadership Consultants with the Associate Director, serve as a teaching assistant for the Ethics and Leadership course (INTS 404), and facilitate leadership workshops.

Direct Reporting Supervision:

- Lisa Snyder: Associate Director, Leadership Education and Development

General Supervision:

- Nick Lennon: Director, Leadership Education and Development
- Phil Rippa: Office Manager, Leadership Education and Development

**Required Skills/Qualifications:**

- Must be enrolled as a full-time graduate student in one of George Mason University's Graduate Programs (not provisional admission).
- Must have and maintain a 3.0 GPA.
- Must be in good academic and judicial standing.
- Must be available for the entire 2023-2024 Academic Year.
- Must possess strong written and verbal communication skills
  - Must meet English language proficiency requirement.
- Must be able to work 20 hours per week.
- Must be able to participate in monthly 1:1s with supervisor.
- Must participate in the Graduate Staff Academy through University Life as class schedule allows. This includes approximately 10 to 14 sessions spread throughout the academic year which are about 1.5-to-2-hours long each (usually virtual).
- Must be available for the following (as class schedule permits): the Leadership Mason Conference, Leadership Connection Cohort Series, Student Leadership Certificate Series, Alumni Leadership Speaker Series, Freedom and Learning Forums, Family Weekend Day of Service,

Spring Family Fling, 9/11 Day of Service, Mason LIFE partnership, K-12 Leadership Partnerships, Spring Leadership Summit, and Ethics and Leadership course.

- Must have demonstrated experience and skills in working with college students, new students, and campus stakeholders.
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate.
- Must be able to work successfully as an individual and within a team.
- Must have an ability to relate to people from diverse backgrounds.
- Must have a sincere desire to help students.
- Must exhibit exceptional professionalism and a strong work ethic.
- Must have a strong interest in leadership programming and theory, supervision and mentorship of students, as well as facilitation and outreach.

#### **Position Responsibilities:**

- Assist in the coordination, implementation, and evaluation of major LEAD office programming.
- Co-advise and co-supervise the Student Leadership Consultants (LCs)
- Facilitate monthly 1:1 meetings with the LCs
- Coordinate and implement (in conjunction with the LCs) the Alumni Leadership Speaker Series, Leadership Connection Cohort Series, and Student Leadership Certificate Series, Family Weekend, and Spring Family Fling
- Coordinate the presentations/workshops that the Leadership Consultants facilitate with student organizations, UNIV 100 classes, etc.
- Must participate in the Graduate Staff Academy through University Life as class schedule allows.
- Manage LEAD's social media presence.
- Teaching Assistant (TA) for the Ethics and Leadership Course (Spring 2024).
- Facilitate/co-facilitate a variety of leadership workshops for various groups (e.g., UNIV 100 Class, RA Training, Patriot Leader Training, Student Organizations, etc.)
- Serve as a representative and liaison for the LEAD Office through collaboration with departments and student organizations (e.g., Student Involvement, etc.)
- Maintain a healthy, ongoing, professional relationship and communication with your supervisors.
- Make yourself visible and identifiable as a member of the LEAD staff and serve responsibly in that role.
- Be available to assist the LEAD Office when necessary.
- Participate in periodic written and oral performance evaluations, including an exit interview.
- Other duties as assigned by the Associate Director and Director.

#### **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. Must be available for LEAD Team Retreats (August 2023- Actual Date TBD; January 2024- Actual Date TBD). Must be

available to work during times the university is open, but classes are not in session (e.g., return to work in early January, work during spring break).

### **Compensation:**

The Graduate Professional Assistant position will consist of the following compensation package.

- GPA stipend, \$18,522.00 (amount set by George Mason University Provost's Office), will be paid on the 1st and 16th of the month for the duration of employment contract period;
- Tuition grant, up to the equivalent of 6 graduate credits at the in-state rate, not to exceed \$4,800.00 per semester (*note: master's degree students, with the exception of MFA students, who are classified as "out-of-state" students do not receive in-state tuition rates*);
- The GPA position is a 9-month contract ranging from August 10, 2023 – May 9, 2024, with the possibility of renewal for a second academic year;
- All information, including rules and regulations, regarding all graduate assistantships are located on the Provost Office Graduate Division website: <https://provost.gmu.edu/academics-and-research/graduate-education/graduate-student-appointments-fellowships>.

### **To apply:**

Applications will be accepted on a rolling basis. For best consideration, please apply by **Wednesday, April 5, 2023**, however, applications will continue to be accepted after that date until the position is filled.

To apply for this position, please submit a letter of interest, resume, and the contact information of three professional references to:

Name: Phil Rippa

Title: Office Manager

Unit: LEAD

Email: [prippa@gmu.edu](mailto:prippa@gmu.edu)

URL: <http://lead.gmu.edu/>

Address:

George Mason University

The HUB, Suite 2400 (MS 6E8)

4400 University Drive

Fairfax, VA 22030