



## POSITION POSTING

### Graduate Professional Assistant **LEAD: Leadership Education and Development**

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**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.

**LEAD (Leadership Education and Development)**

**Vision:** More effective, ethical leaders for the world.

**Mission:** Leadership Education and Development (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 co-advisor for the Leadership Advocates, 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 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 entire 2021-2022 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 be available for the following (as class schedule permits): Leadership Mason Conference/Experience, Leadership Connection Hour, Alumni Leadership Speaker Series, Chapter Next, Emerging Leaders Program, Freedom and Learning Forums, Family Weekend Day of Service, Siblings Weekend Day of Service, 9/11 Day of Service, Mason LIFE partnership, Hampton Middle School Leadership Workshops, Incredible Leadership Conference, Spring Leadership Summit, and Ethics and Leadership course (INTS 404).
- 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
- Serve as a co-advisor for the Leadership Advocates (student group)
- Coordinate the presentations/workshops that the Leadership Consultants facilitate with student organizations, UNIV 100 classes, etc. (virtually and/or in-person)
- Advisor for the Emerging Leaders Program
- Teaching Assistant (TA) for the Ethics and Leadership Course (INTS 404, Spring semester).
- Facilitate/co-facilitate a variety of leadership workshops for various groups (e.g. UNIV 100 Class, RA Training, Patriot Leader Training, Student Organizations, etc.)
- Coordinate and implement (in conjunction with the LCs) the Alumni Leadership Speaker Series, Leadership Connection Hour Series, LEAD's involvement in Siblings Weekend, Community Service and Outreach programs
- 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 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- Date TBD; January- Date TBD).

**Compensation:**

- The Graduate Professional Assistant position will consist of the following compensation package;
  - GPA stipend, \$16,000.00, will be paid on the 1st and 16th of the month for the duration of employment contract period;
  - Tuition grant up to 6 graduate credits at the in-state rate, not to exceed \$4,800.00 per semester;
- The GPA position is a 9-month contract, from approximately August 10, 2021 – May 9, 2022, with the possibility of renewal for a second academic year. We will be in touch with the successful candidate regarding the first official day in the office.
- All information, including rules and regulations, regarding all graduate assistantship can be located on the Provost office Graduate Education 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 before April 5, 2021. Electronic submission preferred (see below).

To apply for this position (emailed documents preferred), 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: <https://lead.gmu.edu/>

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