Graduate Assistant for University Life

University Life Arlington is looking for a dependable, well-organized and creative self-starter to provide programming, event, and technology/communications support for the Arlington Campus with some additional division-wide responsibilities beginning Fall 2016 (with summer hours available). The Graduate Assistant is a part time, 20-hour per week graduate assistantship based in the Office of University Life Arlington, which is housed within the Division of University Life at George Mason University. As a member of the University Life Arlington team, the Graduate Assistant reports directly to the Assistant Dean, University Life.

Overview:
The person in this position will work very closely with the Assistant Dean and Office Manager, University Life Arlington, to coordinate and/or facilitate University Life programs and services on campus. The mission of the office is to create and foster a community committed to convenient access to resources and services. The UL Arlington office prides itself on maintaining a fun, open atmosphere conducive to creative ideas and initiatives. The Graduate Assistant will also support other University Life regional initiatives as needed.

Job Duties:
• Play a key role in event development, organization, implementation and promotion.
• Serve as primary liaison to student organization leaders and collaboratively work with other student leaders on programming events.
• Manage regular website and social media updates.
• Manage technology needs for University Life Arlington including photography and videography and working with appropriate offices to share online content.
• Conceptualize, write and post regular blog entries for the Mason Grad Insider. (http://gradlife.gmu.edu/masongradinsider/) in collaboration with Fairfax-based Graduate Student Life Office.
• Conduct regular assessment to support ongoing improvement of University Life services and resources, analyze data, and produce monthly reports.
• Provide graphic design support for the purpose of marketing campus events and resources; Regularly produce fliers, posters, and other communication pieces as needed.
• Collaborate regularly with University Life Arlington team as well as other University colleagues.
• Support Assistant Dean as needed with University Life efforts across regional locations, including work with Mason Korea, Mason in Loudoun, and the Smithsonian-Mason School for Conservation (SMSC).

**General Requirements:**
- Excellent interpersonal, written, and verbal communication skills
- Excellent organizational skills
- Innovative thinker with the ability to take initiative on ideas and projects
- Team player with a willingness to collaborate
- Experience with implementing creative ideas with new media, video, and photography
- Willingness to walk from building to building (as well as travel to other campuses if needed) to promote and support events and services
- Excellent computer skills in all Microsoft applications
- Experience with marketing and graphic design, including website maintenance, wide-format printing, and familiarity with Adobe products
- Experience with website maintenance including HTML and Wordpress is preferred
- Ability to multi-task multiple projects and work in a fast-paced, dynamic, and diverse environment;
- Prior work experience in a higher education/student affairs setting is preferred
- Some availability in the evening hours until at least 7pm

**Qualifications:**
• Must be enrolled full-time in one of George Mason University’s graduate programs for the Fall 2016–Spring 2017 academic year (prefer Arlington Campus student).

**Compensation:**
• The Graduate Assistant position will consist of a $13,000 stipend for the academic term. The ideal candidate will be available for a term of at least 2 academic years (4 semesters). Summer work hours will be available at a separate wage rate of $13/hour.

To apply please submit a cover letter, resume, and list of three professional references to Peggy Marsilii, University Life Arlington Office Manager, at pmarsili@gmu.edu. Application materials will be reviewed until position is filled.