Graduate Assistant for University Life (Regional Locations)

Overview:

University Life an enthusiastic, collaborative self-starter to provide support for the University Life Arlington office, University Life efforts for Mason Korea and Mason in Loudoun, as well as for University Life Strategic Initiatives for the Spring 2019 semester.

The GPA role is a part time, 20-hour per week position, based out of the University Life Arlington office. The GPA will be expected to work regularly at Mason’s Arlington, Fairfax, and Loudoun locations. As a professional member of the division, the Graduate Assistant will report directly to the Assistant Dean for University Life.

University Life engages students in educationally purposeful experiences resulting in student learning and development, academic success, and degree completion. The UL Arlington office prides itself on maintaining a fun, highly collaborative atmosphere conducive to creative ideas and initiatives.

Job Duties:

- In collaboration with the Assistant Dean, GPA for University Life Arlington, support staff, and student leaders, play a key role in event development, organization, implementation and promotion at Mason’s Arlington Campus, Loudoun Instructional site, and for Mason Korea students in Fairfax;
- Enthusiastically represent University Life (UL) (e.g. services and resources) among the student populations at each location and provide Assistant Dean with regular updates pertaining to student needs and campus climate;
- Share regular communication (newsletter) with Mason Korea students on relevant events and information;
- Write and post regular blog entries for the Mason Grad Insider, and actively collaborate with the office of Graduate Student Life in the development and promotion of this publication. (http://gradlife.gmu.edu/masongradinsider/);
- Play a leading role in the re-development, enhancement, and assessment of the UL Arlington website;
- Provide graphic design support for the purpose of marketing campus events and resources; produce fliers, posters, and other communication pieces; assist with web maintenance and manage social media presence;
- Support Assistant Dean with quarterly Key Performance Indicator reporting and Tk20 assessment planning;
- Develop and manage data collection for ongoing student needs assessment as directed;
- Manage photography and videography for UL Arlington;
- Support University Life Arlington Advancement efforts.
- Other duties as assigned
**Required Skills/Qualifications:**
- Enrolled full-time in one of George Mason University’s graduate programs for the Spring 2019 semester;
- Strong ability to multi-task and manage competing demands in a fast-paced, dynamic, and diverse environment;
- Exceptional professionalism and a strong work ethic;
- Excellent interpersonal, written, and verbal communication skills;
- Excellent organizational skills;
- Demonstrated commitment to diversity and inclusion;
- Innovative thinker with the ability to take initiative on ideas and projects;
- Collaborative team player with ability to remain flexible;
- Excellent computer skills in all Microsoft applications;
- Experience with marketing and graphic design;
- Experience with website and multimedia content maintenance;
- Ability to work some regular evening hours and to flex schedule around office needs;
- Ability to walk from building to building (as well as travel to other campuses as needed) to promote and support events and services;
- Ability to present, facilitate, and moderate meetings and events as needed on behalf of University Life

**Preferred Skills/Qualifications:**
- Prior work experience (at least 2-3 years) in a higher education/student affairs setting;
- Enrolled in an academic program based at Mason’s Arlington’s Campus or within Mason’s Higher Education Program;
- Experience with events management and program delivery;
- Experience in supporting and advocating for a diverse student body in higher education;
- Experience with web content management, development, and strategy;
- Strong knowledge of Adobe Creative Suite, particularly Photoshop, Illustrator, Premier, InDesign and/or other design programs;
- Experience with instructional or multimedia design, production and editing;
- Experience in implementing creative ideas with new media, video, and photography;
- Experience facilitating market research, survey design, focus groups, and/or group interviews;
- Experience using social media including Facebook and Twitter in a professional setting;
- Google analytics familiarity;
- Mobile application support capacity;
- Experience with the Campus Labs suite;
- Training/presentation experience
**Time Commitments:**
The Graduate Assistant position is designed for a 20 hour per week work commitment. The exact schedule may be flexible, depending on needs of the unit.

**Compensation:**
Total compensation for each Graduate Professional Assistant (GPA) position will be $10,000 for the semester, which can be applied toward tuition and fees.

The GPA position is a one-semester contract, January 7, 2019-May 24, 2019.

**To Apply:**
To apply please submit resume, cover letter and list of three professional references to Lori Scher, Assistant Dean University Life at lcohen@gmu.edu. Cover letter and resume should speak to the required and preferred skills/qualifications for the position. (NOTE: Applications without a relevant cover letter will not be considered)

**Priority Deadline November 26.** Application materials will be reviewed until position is filled.