



Off-Campus Student Programs and Services

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Position Posting: Graduate Assistant for Programming

George Mason University's Off-Campus Student Programs and Services invites applicants for the position of Graduate Assistant for Programming for Off Campus Programs and Services. Reporting to the Associate Director of Off-Campus Student Programs and Services, the Graduate Assistant is responsible for implementing newly created initiatives that are geared toward increasing engagement and retention of off-campus students. This includes four main components of: (1) recruit, select, train and supervise off-campus advisors, (2) develop programming initiatives intended to engage and retain off-campus students, (3) advocate for off-campus students through various university avenues, and (4) benchmark best practice institutions on off-campus student initiatives.

Position Responsibilities

Off-Campus Advisor Team (40%)

- Develop, implement and oversee the recruitment and selection of off-campus advisors
- Establish vision, goals and objectives with student team
- Oversee training and supervision and evaluation of student team
- Create and execute a plan for outreach to all off-campus students including but not limited to social media, advertisements and grass roots efforts

Program Development and Implementation (40%)

- Create semester programming model for off-campus students
- Develop and initiate programming efforts geared toward engagement of off-campus students, including but not limited to High-Five programs, Off-Campus Student Week, Welcome Week programs, and Finals Study Lounge
- Further develop George Mason affinity in off-campus student population

Administrative and Research Initiatives (10%)

- Benchmark best practice institutions for off-campus initiatives
- Actively participate in regular meetings with supervisor and staff members
- Assist in the creation of an end-of-year report and future recommendations

University Life and Mason Community Initiatives (10%)

- Serve on committees and other projects as assigned by the Associate Director
- Attend and actively participate in University Life, and intra-divisional, staff meetings
- Other duties as deemed appropriate by supervisor

Requirements

Candidates for this position must have a bachelor's degree and be currently enrolled in a graduate program in higher education or a related field and meet university enrollment requirements necessary to hold a graduate assistantship. Additionally, successful candidates must have a strong work ethic and desire to help and assist students in transitions, experience designing, developing and executing small and large scale programming initiatives.

Compensation:

The Graduate Assistant will receive \$10,000 per semester in the combined form of tuition remission and stipend. If available to work over the summer, additional compensation will be provided as budget allows.

Length of Employment:

A start date of August 1, 2015 is preferred, however there may be flexibility with that date. The length of employment for the Graduate Assistant is an average of 20 hours a week for the duration of the 2015 – 2016 academic year.

Contact Information:

Candidates interested in applying can submit application materials at offcampus.gmu.edu.