



Off-Campus Student Programs and Services

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Position Posting: Graduate Assistant for Student Success and Retention

George Mason University's Off-Campus Student Programs and Services invites applicants for the position of Graduate Assistant for Student Success and Retention 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 initiatives that are geared toward increasing student success and retention of off-campus students. This includes four main components of: (1) recruit, select, train and supervise off-campus outreach advisors, (2) utilize Beacon and other early intervention strategies (3) create programming and outreach to special populations, and (4) benchmark best practice institutions on off-campus student initiatives.

Position Responsibilities

Off-Campus Advisor Team (30%)

- 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, listservs, and other outreach tools

Early Intervention (50%)

- Create and execute interventions, programs, and initiatives for off-campus students identified as "at-risk" through the Beacon early alert system
- Create and execute targeted outreach efforts for freshmen, transfer students, and other special populations
- Assess student interactions to determine needs of off-campus students
- Create and execute programs and outreach targeted at special programs, including, but not limited to, International Movie Night, Family Weekend, and Siblings' Weekend

Administrative and Research Initiatives (10%)

- Benchmark best practice institutions for off-campus and early outreach 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 transition, experience designing, developing and executing small and large scale programming and outreach 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 for 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.