Graduate Assistant for Residential Student Development Initiatives

George Mason University Housing and Residence Life welcomes all qualified candidates to apply for the position of Graduate Assistant for Residential Student Development Initiatives for the 2019-2020 academic year.

Responsibilities:
The Graduate Assistant for Residential Student Development Initiatives is a 10-month, live-off staff member who supports the recruitment, training and development of undergraduate student staff and the implementation of retention and student success initiatives in the residence halls. The primary responsibilities include providing assistance to the Coordinator of Residential Student Development Initiatives in creating on-going training and development opportunities for student staff members, assisting with the implementation of the Residential Curriculum and developing services and programs to support early intervention and retention efforts.

The Graduate Assistant for Residential Student Development Initiatives at George Mason University contributes to the mission of Housing and Residence Life. Responsibilities fall into the categories of Educational Program Development, Departmental Responsibilities, Student Development, and Administrative Duties to include, but not limited to:

- Assist with the development, implementation and assessment of annual training programs for student staff members.
- Collaborate with the Coordinator of Residential Student Development Initiatives on all aspects of the annual student staff recruitment and selection process including marketing, communications, individual and group interview events, etc.
- Partner with the Assistant Director and Coordinator of Residential Student Development Initiatives in developing the University 332: Peer Leadership for RAs course curriculum and managing logistical issues for each semester.
- Manage paperwork for student staff hiring, evaluations, disciplinary actions, and exiting. Follow up with supervisors and Human Resources regarding required paperwork and mandatory trainings as they pertain to departmental and university policies.
- Assist with planning and implementation of Residential Curriculum initiatives for first-year residential communities.
- Serve on committees to create and execute initiatives for residential students and student staff members including but not limited to Residential Curriculum, Freshman Interest Groups, Ongoing Staff Training, etc.
- Coordinate on-going professional and academic development opportunities for student staff members including workshops, campus events, online training resources, etc.
- Support all large-scale initiatives and events coordinated by Housing & Residence Life, including residence hall opening & closing, Preamble, Block Parties, etc.
- Actively support all Housing & Residence Life involvement with University Life initiatives such as the Patriot Experience, Student Success Coaching, etc.
- Other duties as assigned by the Coordinator of Student Development Initiatives.

Qualifications:
A successful candidate for the Graduate Assistant for Residential Student Development Initiatives position at George Mason University will have earned a Bachelor’s degree and be accepted to a Graduate Program at George Mason prior to the start of the position. Candidates must have strong leadership and interpersonal skills and must exhibit professionalism, and the ability to work successfully within a team. Preference will be given to candidates with prior residence hall or leadership experience at the undergraduate level.

Time Commitments:
The Graduate Assistant position is designed for 20 scheduled office hours per week. During peak times in the academic year, extended hours may be required. Any additional employment or academic commitments (internships, practicum
assignments, etc.) must be approved by the Associate Director of Residential Education & Experience, or designee, in advance.

**Compensation:**
The Graduate Assistant position will consist of nine (9) graduate credits per semester at the Virginia in-state rate for the 2019-2020 academic year, a $14,000 stipend. Compensation does not include student fees. This graduate assistantship is a 10-month, live-off position.

**To apply:**
To apply for this position, please do so by submitting a cover letter and resume to:

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