University Life creates purposeful learning environments, experiences, and opportunities that energize all students to broaden their capacity for academic success and personal growth. Through our innovative programs, partnerships, and services, students discover their unique talents, passions, and place in the world.

Mission Statement
The Office of Student Involvement enhances the Mason community by creating dynamic involvement opportunities and fostering student success through co-curricular experiences.

Function:
The Graduate Professional Assistant for Programming is a 20-hour per week graduate assistantship in the Office of Student Involvement, which is housed in the Division of University Life at George Mason University. As a member of the Student Involvement team, the Graduate Professional Assistant for Programming reports directly to the Assistant Director of Student Involvement for Programming.

Required Skills/Qualifications:
- Must be enrolled in one of George Mason University’s Graduate Programs for the Fall 2013 – Spring 2014 academic year (with preference giving to students in the MAIS Higher Education Program);
- Prior experience with leadership development, contract negotiations, program/event planning, marketing, promotions, student organizations (preference for Programming Boards and/or Class Councils), and/or assessment and benchmarking techniques;
- Willingness to work nights and weekends;
- Must be reliable, flexible, and dedicated;
- Excellent written, verbal, and interpersonal skills;
- Ability to work in a high-paced, dynamic office atmosphere;
- Must exhibit professionalism and a strong work ethic.
- Must be able to join our team on August 1, 2013;
- Willingness to work some nights and weekends.

Position Responsibilities:
- Advise the Freshman, Sophomore and Junior Class Councils;
- Provide leadership development opportunities to Class Council members;
- Oversee the day-to-day operations of the Freshman, Sophomore, and Junior Class Councils;
  - Marketing materials
  - Newsletter production
  - Website maintenance
  - Social media outreach
  - Oversight of the election process of the Class Councils
• Provide oversight and advisement of programming and events by Class Councils;
  o Booking events, performers, spaces, etc.
  o Purchasing of materials
  o Execution of contracts
  o Risk management and safety
• Co-chair the university-wide De-Stress Fest planning committee;
• Serve on committees as needed;
• Assist with the planning, promotion, and execution of large-scale events including but not limited to: Welcome Week, Patriot’s Day, Homecoming, International Week, Greek Week, Mason Day, concerts, and comedy shows;
• Provide guidance with program planning and initiative development as needed;
• Be an active member on committees within the Student Involvement office and University Life as needed;
• Provide support to other areas of Student Involvement (i.e. Patriot Activities Council, Student Government, Student Organizations, and Fraternity and Sorority Life) when needed;
• Perform other duties as assigned by the Assistant Director for Programming and/or the Associate Director for Programming.

**Time Commitments:**
The Graduate Professional Assistant position is designed for a 20 hour per week work commitment. At times, the work may require extended hours and/or night and weekend work hours.

**Compensation:**
• The Graduate Assistant position will consist of a $20,000.00 compensation package that includes payment of full-time tuition at the Virginia in-state rate for the 2013-2014 academic year;
• The remaining money will be distributed evenly via stipend on the 1st and 16th of the month for the remainder of the employment contract period;
• The position is a 10-month contract with the possibility of renewal for a second academic year.

**To apply:**
To apply for this position, please submit electronically a letter of interest, resume, and three professional references by May 8th to:

Phil McDaniel  
Associate Director for Fraternity and Sorority Life  
Office of Student Involvement  
4400 University Drive MSN 2D6, Fairfax, VA 22030  
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si.gmu.edu