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
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 Student Government 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 Student Government reports directly to the Assistant Director of Student Involvement for Student Government.

Required Skills/Qualifications:
- Must be enrolled in one of George Mason University’s Graduate Programs for the Fall 2014 – Spring 2015 academic year (with preference giving to students in the MAIS Higher Education Program);
- Prior experience with leadership development, program planning, student organizations, and/or assessment and benchmarking techniques;
- 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 11, 2014;
- Willingness to work some nights and weekends.

Position Responsibilities:
- Co-advice the Student Government with the Assistant Director for Student Government, including but not limited to the Student Senate, Executive Cabinet, Parking Appeals Board, and Student Funding Board;
- Advise the leadership of several Student Government departments, including but not limited to: University Services, Government and Academic Affairs, University Life, Finance, University Relations, Mason Affairs State Outreach and Networking, and Diversity & Multicultural Affairs departments;
- Help advise the Elections and Disputes Commission and assist in overseeing the two main election cycles;
- Assist with leadership development programs for the students within Student Government, including but not limited to, membership retreats and Transition Day;
- Provide guidance with program planning and initiative development as needed;
- Organize the Legacy of Excellence Awards during the Distinguished Quill Awards ceremony;
• Coordinate the university-wide De-Stress Fest programming committee;
• Attend weekly Student Senate meetings and other branch meetings as needed;
• Oversee and maintain the organizational online presence, including the Student Government website, social media outlets, internal media relations, and Collegiate Link;
• 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. Programming, Student Organizations, & Fraternity and Sorority Life) when needed;
• Perform other duties as assigned by the Assistant Director for Student Government and/or the Associate Director of Student Involvement.

**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 2014-2015 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 April 6th to:

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