Office of Student Activities – Multiple Graduate Assistant Positions Available

The Office of Student Activities is committed to fostering the learning, growth, and development of Graduate Assistants by offering experiences in program planning, assessment, advising, problem solving, critical thinking, leadership training, and budget management in an exciting, innovative, and collaborative environment.

Five Positions Available:

All graduate positions are 20 hour per week graduate assistantships within the Office of Student Activities which is housed in the Division of University Life at George Mason University. The open positions include:

- Graduate Assistant for Student Organizations (1 position available)
- Graduate Assistant for Fraternity & Sorority Life (1 position available)
- Graduate Assistant for Campus Programming (1 position available)
- Graduate Assistant for Campus Programming – Weekend Initiatives (2 positions available)

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 2010-2011 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 any of these positions, please submit a letter of interest, résumé, and three professional references via U.S. mail, email, or facsimile by Friday, April 30, 2010 to:

George Mason University
Office of Student Activities
c/o Jude Butch
4400 University Drive, MS 2D6
Fairfax, Virginia 22030
jbutch@gmu.edu
Office – 703.993.1614
Fax – 703.993.4566

NOTE: If a candidate wishes to be considered for multiple positions, he or she may simply indicate which positions on their letter of interest instead of submitting multiple sets of application materials.
Graduate Assistant in Student Activities for Student Organizations

The Graduate Assistant for Student Organizations is a 20 hour per week graduate assistantship in the Office of Student Activities which is housed in the Division of University Life at George Mason University. As a member of the Student Activities team, the Graduate Assistant for Student Organizations reports directly to the Assistant Director of Student Activities for Student Organizations and is responsible for the following responsibilities within the area of Student Organizations and Student Activities:

- Co-advise the Recognized Student Organization Leadership Team;
- Oversee the collection and organization of Recognized Student Organization Constitutions;
- Plan and organize monthly Recognized Student Organization roundtables and workshops;
- Attend weekly Recognized Student Organization Leadership Board and/or Student Funding Board meetings;
- Provide support for general Recognized Student Organization programs and events (i.e. Bench Painting, Distinguished Quill Awards, Faculty Advisor’s Program, Organization Fairs, etc.);
- Assist in the planning of International Week;
- Assist in assessment initiatives within the area of Student Organizations and the office;
- Provide guidance with program planning and initiative development as needed;
- Be an active member on committees within the Office of Student Activities and University Life as needed;
- Provide support to other areas of Student Activities (i.e. Program Board, Student Governance, Fraternity and Sorority Life, and Weekend Initiatives) when needed;
- Attend weekly Student Activities staff meetings;
- Perform other duties as assigned by the Assistant Director of Student Activities for Student Organizations and/or the Director of Student Activities.

Qualifications:

- Must be enrolled in one of George Mason University’s Graduate Programs for the Fall 2010 – Spring 2011 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;
- Excellent written and verbal skills;
- Ability to strive in a high-paced, dynamic, office atmosphere;
- Must be able to join our team on August 10, 2010;
- Willingness to work some nights and weekends.
Graduate Assistant in Student Activities for Fraternity and Sorority Life

The Graduate Assistant for Fraternity and Sorority Life is a 20 hour per week graduate assistantship in the Office of Student Activities which is housed in the Division of University Life at George Mason University. As a member of the Student Activities team, the Graduate Assistant for Fraternity and Sorority Life reports directly to the Assistant Director of Student Activities for Fraternity and Sorority Life and is responsible for the following responsibilities within the area of Fraternity and Sorority Life and Student Activities:

• Co-Advise one of the four Fraternity & Sorority Life Councils (InterFraternity Council (IFC), Panhellenic Council (PHC), National Pan-Hellenic Council (NPHC), Multicultural Greek Council (MGC) and their respective Executive and Judicial Boards;
• Meet with Executive board members on a regular basis;
• Coordinate Council Advisor meetings;
• Attend the weekly council meetings;
• Assist with the PHC formal recruitment process and the PHC risk management guidelines;
• Aid in support of IFC Rush process;
• Support NPHC and MGC Intake processes;
• Assist with the coordination of council leadership development seminars, officer training, risk management workshops, and co-curricular programming;
• Provide support for general Fraternity and Sorority Life programs and events (i.e. New Member Education, Take a Peek into Greek, Meet the Greeks, Greek Week, Greek Speak etc);
• Be an active member on committees within the Office of Student Activities and University Life as needed;
• Provide support to other areas of Student Activities (i.e. Student Governance, Student Organizations, Weekend Initiatives and Program Board) when needed;
• Attend weekly Student Activities staff meetings;
• Additional duties may be assigned based on interests and skills in particular areas;
• Perform other duties as assigned by the Assistant Director of Student Activities for Fraternity and Sorority Life and/or the Director of Student Activities.

Qualifications:

• Must be enrolled in one of George Mason University’s Graduate Programs for the Fall 2010 – Spring 2011 academic year (with preference giving to students in the MAIS Higher Education Program);
• Demonstrated leadership experience within a student organization (preferably within a nationally/internationally-affiliated fraternity or sorority);
• Membership in a nationally/internationally-affiliated fraternity or sorority;
• Demonstrated knowledge of various organizations and councils outside own affiliation;
• Demonstrated facilitation or event planning experience;
• Excellent written and verbal skills;
• Ability to strive in a high-paced, dynamic, office atmosphere;
• Must be able to join our team on August 10, 2010;
• Willingness to work nights and weekends.
Graduate Assistant in Student Activities for Campus Programming

The Graduate Assistant for Programming is a 20 hour per week graduate assistantship in the Office of Student Activities which is housed in the Division of University Life at George Mason University. As a member of the Student Activities team, the Graduate Assistant for Programming reports directly to the Assistant Director of Student Activities for Programming and is responsible for the following responsibilities within the area of Programming and Student Activities:

- Co-advise the Program Board with the Assistant Director of Student Activities for Programming;
- Advise several Program Board committees and their chairs on program design and implementation;
- Design and implement leadership development programs for the students within Program Board;
- Provide guidance on the advertisement and advancement of Program Board as needed;
- Attend weekly Program Board meetings;
- Provide support to the Cinema staff as needed;
- Assist with the negotiation and processing of contracts;
- Serve as an onsite liaison during the production of events;
- Assist with the development and implementation of Student Activities programmatic efforts;
- Assist in assessment initiatives within the area of Programming and the office;
- Be an active member on committees within the Office of Student Activities and University Life as needed;
- Provide support to other areas of Student Activities (i.e. Student Governance, Student Organizations, Fraternity and Sorority Life, and Weekend Initiatives) when needed;
- Attend weekly Student Activities staff meetings;
- Perform other duties as assigned by the Assistant Director of Student Activities for Programming and/or the Director of Student Activities.

Qualifications:

- Must be enrolled in one of George Mason University’s Graduate Programs for the Fall 2010 – Spring 2011 academic year (with preference giving to students in the MAIS Higher Education Program);
- Prior experience with leadership development, program planning, student organizations (preferably Program Boards), and/or assessment and benchmarking techniques;
- Excellent written and verbal skills;
- Ability to strive in a high-paced, dynamic, office atmosphere;
- Must be able to join our team on August 10, 2010;
- Willingness to work nights and weekends.
Graduate Assistant in Student Activities for Campus Programming – Weekend Initiatives

The Graduate Assistant for Programming-Weekend Initiatives is a 20 hour per week graduate assistantship in the Office of Student Activities which is housed in the Division of University Life at George Mason University. As a member of the Student Activities team, the Graduate Assistant for Programming-Weekend Initiatives reports directly to the Assistant Director of Student Activities for Programming – Weekend Initiatives and is responsible for the following responsibilities within the Weekends @ Mason area and Student Activities:

- Plan, promote, and facilitate Mason on Location – monthly off campus trips in Virginia, DC, and beyond
- OR Service Saturdays – monthly on and off campus community service opportunities;
- Serve as liaison to university departments/student organizations to facilitate collaboration opportunities and advertising events;
- Coordinate and facilitate overall promotion of university wide events happening Thursday-Sunday each week including Weekends @ Mason calendar, Today @ Mason calendar, monthly UL calendar, bi-weekly poster, easels, Weekends @ Mason and OSA website, Mason Event Alerts, Student Media communications, off campus happenings and other opportunities;
- Collaborate with members of the Weekends Team to develop marketing and advertising materials;
- Supervise a Program Assistant – an undergraduate student working with Weekends @ Mason to coordinate events from idea conception to evaluation;
- Assist with design and implementation of leadership training and development programs for Program Assistants;
- Assist with overall Weekends @ Mason programming efforts as needed – Every Freakin’ Friday, RATurday Night Live, and Service Saturdays;
- Attend weekly Weekends Team meetings;
- Assist with assessment initiatives within the Weekends @ Mason area and the office;
- Be an active member on committees within the Office of Student Activities, University Life and the University as needed;
- Provide support to other areas of Student Activities (i.e. Student Governance, Student Organizations, Fraternity and Sorority Life, and Program Board) when needed;
- Attend weekly Student Activities staff meetings;
- Perform other duties as assigned by the Assistant Director of Student Activities for Programming – Weekend Initiatives and/or the Associate Director of Student Activities and/or the Director of Student Activities;

Qualifications:

- Must be enrolled in one of George Mason University’s Graduate Programs for the Fall 2010 – Spring 2011 academic year (with preference giving to students in the MAIS Higher Education Program);
- Prior experience with leadership development, contract negotiations, program/event planning, student organizations (preferably Program Boards), and/or assessment and benchmarking techniques;
- Excellent written and verbal skills;
- Ability to strive in a high-paced, dynamic, office atmosphere;
- Must be able to join our team on August 10, 2010;
- Willingness to work some nights and weekends.