

Graduate Assistant for UNIV Courses and Programs

George Mason University's UNIV Courses & Programs invites applicants for the position of Graduate Assistant for UNIV Courses and Programs. Reporting to the Associate Director for UNIV Courses and Programs, the Graduate Assistant is responsible for implementing initiatives that are geared toward increasing student success of undergraduates at Mason. This includes assisting with the planning and implementation of UNIV courses and programming and providing administrative support and research on best practices in first year experiences and student success. This position will work out of the Office of Undergraduate Education (Johnson Center, Suite 228).

Position Responsibilities:

UNIV Courses and Programs (75%)

- UNIV100 Faculty
 - Prepare and distribute marketing materials to recruit prospective UNIV faculty members.
 - Review and update application materials; track application materials as they are submitted; communicate with applicants; assist with the review of applicants.
 - Assist with Faculty Information sessions.
 - Review and update interview materials; schedule interviews; assist with interview and selection of candidates.
 - Prepare and present faculty trainings including inviting and scheduling presenters. This includes new and returning faculty training in the spring semester and monthly faculty meetings in the fall.
 - Write and distribute weekly faculty newsletter.
 - Coordinate with the successful submission of mid-term grades with UNIV 100 faculty.
 - Assist with faculty observations and evaluations
 - Help coordinate faculty appreciation efforts

- UNIV100 Course
 - Assist with development of observation assessments and evaluation of faculty
 - Develop and update website content including sample syllabi, lesson plans, and assignments from instructors
 - Support campus partners in the development of materials and plans for engagement with UNIV100 classes
 - Serve as a resource to faculty and PAs for coordinating campus partners for classes
 - Develop, implement, and collect observation criteria for campus partners

- Assessment:
 - Participate in the creation and implementation of surveys and other data collection instruments to measure program success and gather student feedback
 - Assist with overall assessment of transitions programs including Project Peak, University 100, and Faculty/PA program

- Other:
 - Supervise a Peer Advisor responsible for faculty support and campus partnerships
 - Assist with Peer Advisor selection process
 - Assist with Peer Advisor observations

 - Participate in Peer Advisor teambuilding event (Camp Horizon) March 27-March 28.

 - Coordinate with Associate Director the scheduling process for fall UNIV courses
 - Plan and implement the one-day UNIV 100 resource fair (mini conference)
 - Investigate innovative teaching models
 - Assist with developing and maintaining website

Administrative and Research Initiatives (15%)

- Search and report on best practices in academic advising, first-year experience, and retention/student success initiatives
- Participate in staff meeting(s) and campus committees as deemed appropriate by supervisor
- Other duties as assigned

Qualifications –

Candidates must be enrolled in a Mason graduate program for Spring 2020. The ideal candidate will be familiar with best practices in student development and leadership development. The candidate will also have experience in designing and utilizing assessment tools, developing and implementing student programming, and collaborating with individual students as well as student organizations, faculty, and staff.

This position involves a great deal of student contact and requires excellent interpersonal skills. Successful candidates will possess energy, enthusiasm, and a positive approach to work, excellent rapport with diverse groups of people, and a commitment to the educational development of students.

A flexible schedule and willingness to work occasional evenings and weekends is required.

Expected Learning Outcomes –

- Develop a basic understanding of individual leadership style, strengths, and team role
- Develop an understanding of Mason undergraduate students from a range of backgrounds, and factors in their success
- Identify key transitions into and through Mason, and challenges to students' success in each
- Develop and demonstrate skills in leadership and collaboration with peers and colleagues
- Play an active role in university operations and leadership by participating in committees, events, programs, and other functions
- Develop an understanding of offices, individuals, and other resources at Mason to support student success
- Develop and demonstrate a basic understanding of skills necessary to manage groups, including but not limited to meeting management, motivation, keeping historical documents, budgeting, and effective communication skills
- Assessment
- Supervision/observations

Compensation - The Graduate Assistant will receive \$20 per hour for a maximum of 25 hours per week, or \$16,000 total for August-May, excluding Thanksgiving break, winter break, and spring break. If available to work over the summer, additional compensation will be provided, as budget allows.

**Please note that this is a student wage position and does not offer tuition assistance.*

Employment Dates – January 6, 2020 – May 8, 2020 with possibility of renewal for 2020-2021 academic school year.

To apply please email a resume and cover letter by November 25, 2019 to:

Kayla Vaughan, Graduate Assistant for Student Leadership, Kvaugh5@gmu.edu