

## POSITION POSTING

### Graduate Professional Assistant for Mason Korea Student Engagement Office of International Programs and Services

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#### **UNIVERSITY LIFE:**

#### **EVERY STUDENT SUCCEEDS**

##### **Mission:**

University Life cares for the whole student by promoting inclusive well-being and fostering lifelong learning – preparing ethical leaders for the world.

##### **Values:**

**TOGETHER**, we achieve our mission through an unwavering commitment to our **values**:

#### **Inclusion and Equity**

- We are committed to cultivating an environment of engagement, connection, and belonging that is respectful and fair for everyone.

#### **Leadership for Positive Change**

- We are committed to cultivating leaders who critically examine and understand the potential impact of their decisions and act ethically.

#### **Well-Being**

- We are committed to cultivating an environment of understanding and fulfillment of both individual and community well-being that promotes purpose, vitality, engagement, and resilience.

#### **Collaborative Community**

- We are committed to cultivating a supportive network of colleagues that shares ideas, learns and creates together, and develops authentic connections.

#### **Strategic Transformation**

- We are committed to dynamic action in creating meaningful solutions to anticipate and meet the needs of an ever-changing community.

### **Mission Statement**

The Office of International Programs and Services (OIPS) educates, celebrates and serves the Mason community, including international and domestic students, faculty and exchange visitors, by helping them reach their highest academic and personal goals. We:

- Inspire cross-cultural understanding and enrich the Mason experience by emphasizing global issues and themes. Provide meaningful opportunities for shared learning.
- Recognize individual achievements and milestones; and celebrate the richness of our community, its holidays, festivals, and traditions.
- Provide quality service and resources to assist with cultural adjustment and regulatory compliance.

### **Function:**

The duties of the GPA for Mason Korea Student Engagement, will be split between serving Mason Korea students who transitioned to the Fairfax campus and supporting OIPS Engagement Team with general international students engagement needs. The GPA will be responsible for the delivery and promotion of engagement and leadership opportunities for Mason Korea students. This position reports the OIPS Associate Director of Engagement and Assessment, but is expected to work directly, as requested, with the Assistant Dean for University Life and maintain ongoing communication with appropriate stakeholders pertaining to all efforts related to Mason Korea.

### **Required Skills/Qualifications:**

- Enrolled full-time in one of George Mason University's graduate programs for the Fall 2023–Spring 2024 academic year;
- Strong ability to multi-task and manage competing demands in a fast-paced, dynamic, and diverse environment;
- Exceptional professionalism and a strong work ethic;
- Excellent interpersonal, written, and verbal communication skills;
- Excellent organizational skills;
- Demonstrated commitment to diversity and inclusion;
- Innovative thinker with the ability to take initiative on ideas and projects;
- Collaborative team player with ability to remain flexible around office and programmatic needs;
- Excellent computer skills in all Microsoft applications;
- Experience with marketing and graphic design;
- Experience with website, newsletter, and multimedia content maintenance;
- Ability to get from building to building to promote and support events and services;
- Ability to present, facilitate, and coordinate meetings and events as needed on behalf of University Life and OIPS.

### **Preferred Skills/Qualifications:**

- Prior work experience (at least 2-3 years) in a higher education/student affairs setting;
- Experience with events management and program delivery;
- Experience in supporting and advocating for a diverse student body in higher education;
- Knowledge of Adobe Creative Suite, particularly Photoshop, Illustrator, Premier,

InDesign and/or other design programs;

- Leadership experience with diverse student populations;
- Experience with instructional or multimedia design, production and editing;
- Experience in implementing creative ideas with new media, video, and photography;
- Experience facilitating market research, survey design, focus groups, and/or group interviews;
- Experience using social media including Facebook and Twitter in a professional setting;
- Knowledge of Korean culture and language;

#### **Position Responsibilities:**

- Work collaboratively with UL representatives charged with supporting the needs of Mason Korea students (MK Staff Advisory group); Serve as the primary OIPS engagement point of contact for MK students in Fairfax;
- Represent University Life to MK students, providing relevant info/resources; make referrals as appropriate to UL offices, including direct connections with the MK Student Success Coaches;
- Work in close partnership with the Provost's Office to support logistical coordination of transition of the MK student population: pre-departure orientations, information sessions, and Welcome Week activities (Fall and Spring) as appropriate and in alignment with OIPS engagement efforts, in collaboration with relevant Mason, University Life, and academic units;
- Plan, initiate and execute ongoing engagement of the MK student population through signature programming and active promotion of other campus activities (on-campus and virtual format);
- Manage communications to MK students once in Fairfax (e.g. Newsletter, Social Media);
- Manage and maintain the Mason360 UL Korea Group; actively encourage student participation in Fairfax-based events, clubs, and organizations;
- Oversee the MK Ambassador Program by coordinating application and interview process, setting group schedules and agendas, and maintaining regular engagement in MK Ambassador meetings;
- Support large scale OIPS signature events such as orientations, International Café, International Education Week, and International Week;
- Assist with ongoing creation and implementation of strategic goals for OIPS and University Life Division;
- Lead assessment efforts related to the MK in Fairfax student experience; Produce quarterly data reports on MK student engagement; Assist with OIPS assessment efforts in general;
- Collaborate with Assistant Dean for University Life with emerging Mason Korea needs;
- Attend weekly OIPS staff meetings.

#### **Time Commitments:**

The Graduate Assistant position is designed for a 20 hour per week work commitment. The exact schedule may be flexible, depending on needs of the unit. ***At times, the work may require extended hours and/or night or early morning, or weekend hours.***

### **Compensation:**

- The Graduate Professional Assistant position will be paid a stipend of:
  - \$18,522.00, will be paid on the 1st and 16th of the month for the duration of employment contract period;
- Other terms for the position contract include:
  - Tuition grant up to the 6 graduate credits at the *equivalent* in-state rate, not to exceed \$4,800.00 per semester; master's degree students (with exception of MFA students) who are out-of-state do **not** receive in-state tuition rates;
  - Participate in the University Life Graduate Staff Academy each month, as class schedule allows;
- The GPA position is a 9-month contract, August 10, 2023 – May 9, 2024, with the possibility of renewal for a second academic year;
- All information, including rules and regulations, regarding all graduate assistantship can be located on the Provost Graduate Division website: <https://graduate.gmu.edu/financial-support/assistantships-lecturers-oncampusemployment>

### **To apply:**

To apply, please submit a letter of interest, résumé, Fall schedule of classes, and names and contact information for three professional references via Handshake (posting # 7862977) or to the address listed below. Please include your G#, graduate degree program, and your expected date of graduation in your application materials. For best consideration, please submit your application by **11:59PM May 25, 2023**. Applications will be reviewed until a successful candidate is identified. (Only submit your applications to the email below if you do not have access to Handshake)

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