

Who	The Center for Leadership and Intercultural Engagement
Mission	We believe everyone has inherent value, alongside the potential to be a leader. We build a foundation of trust, focusing on leadership, identity, and global coalition building, to create a legacy of positive change.
Vision	A world where all are valued, respected, and empowered to lead.

2025–2026 Leadership Consultant Summary

To serve as a representative of George Mason University and the Center for Leadership and Intercultural Engagement by empowering and inspiring Mason students to lead to the best of their ability with integrity and passion. A Leadership Consultant (LC) must be a mature student who desires to grow and to help others to grow in the various areas of leadership by working as part of the Center. Leadership Consultants will be responsible for planning, developing, and facilitating educational leadership programs that will appeal to the diverse population at George Mason University while also supporting the day-to-day operations of the Center for Leadership and Intercultural Engagement.

Leadership Consultant Mission

Leadership Consultants are an inclusive and diverse group of students who work collaboratively with the Center for Leadership and Intercultural Engagement to provide high quality leadership training programs and development for Mason students. We strive to challenge and engage students in their personal leadership development while infusing core leadership competencies.

Leadership Consultant Vision

To empower and inspire Mason students to lead to the best of their ability with integrity and passion.

Theoretical Foundation

University Life's Student Learning Domains and the Multi-Institutional Study of Leadership's High Impact Practices, help serve as a foundation of our work.

Duties and Responsibilities at a Glance

- Commit an average of 10–12 hours per week for Leadership Consultant business (includes: meetings, office hours, trainings, events, programs, 1:1s, service projects, program planning and development, office tasks, etc.)
- Perform administrative tasks as needed (e.g.: data entry, answering phones, mailings, making copies, office organization, etc.)
- Facilitate a minimum of 6 leadership workshops/trainings per semester
- Enroll in the Active Leaders Program (Fall Semester, Fridays from 10am–noon) – if haven't already completed
- Assist in marketing and outreach of Center events (e.g.: social media, flyer distribution, bulletin boards, information tables, open houses, orientation events, admissions events, chalking, etc.)
- Serve on various planning teams and committees within the Center and/or University Life
- Present a workshop at the Leadership Mason Conference and/or Leadership Mason Summit
- Program planning, development, and execution of Center initiatives (e.g.: Leadership Mason Conference, Freedom and Learning Forum, Alumni Leadership Speaker Series, President's Programming, Leadership Certificate Series, Community Service, Family Weekend, Homecoming Day of Service, Right Wrong or Different, K-12 school partnerships, A Braver Campus Series, Leadership Mason Summit, etc.)
- Participate in 1:1 meetings with Associate Director once a month
- Participate in 1:1 meetings Graduate Professional Assistant Team twice a month
- Assist the professional staff team with special projects and programming as needed

Communication

- Maintain an open line of communication with your fellow Leadership Consultants and CLIE Staff members
- Update others regularly and collaborate effectively on shared projects/activities
- Correspond in a timely manner
- Seek out, listen to, and be open to other's ideas
- Be available and approachable

Required Qualifications and Skills

- Must be in good academic and disciplinary standing
- Must take initiative and utilize creative thinking skills in order to coordinate programs and initiatives and consider multiple issues, needs, possibilities, etc.
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate
- Must be interested and willing to facilitate leadership workshops and programs for the campus community
- Must have an ability to relate to people from diverse backgrounds
- Must exhibit exceptional professionalism and a strong work ethic
- Must be available and accessible for the time commitment involved
- Must be an undergraduate student incoming or currently enrolled for the 2025–2026 academic year (must be available for whole academic year)

Ethical Behavior

- Lead by example and conduct yourself in an ethical manner. When doing this, consider the 5C's:
 - **Character:** How can you be compassionate, fair/just, honest, respectful, and responsible?
 - **Code:** What if the action(s) you're considering were made into a rule/code for all to follow? How can you respect other's rights and not just use them?
 - **Consequences:** What will bring the best results and least harm for all that might be affected by your decision(s)?
 - **Care:** How can you treat others as you/they would like to be treated?
 - **Consult:** Who can help you consider diverse perspectives and avoid harmful biases?
- Return all phone calls, emails, chats, and inquiries that require a response in a timely fashion
- Deal with issues directly and follow appropriate channels
- Instill trust

Signature Programming

- Active Leaders
- Alumni Leadership Speaker Series
- Braver Campus Series
- Ethics and Leadership Course (INTS 404)
- Family Weekend Day of Service
- Freedom and Learning Forum
- Homecoming Day of Service
- K-12 School Partnerships
- LeaderShape® Initiatives
- Leadership Conferences and Summits
- Leadership Legacy Showcase
- MASI Leadership Partnership
- Mason Nation 9/11 Day of Service
- Partnerships with the Office of the President
- Right, Wrong, or Different
- Study Abroad Experiences
- Workshops

Terms of Employment and Compensation

- Maintain good standing with the university throughout the LC term
- Commit an average of 10–12 hours per week for Leadership Consultant business for the academic year (including at least 8 established office hours per week)
- Prioritize your Leadership Consultant work as a major role and co-curricular commitment
- Understand that as a Leadership Consultant you are part of, and represent the Center for Leadership and Intercultural Engagement
- Seek to develop as a leader and learn new things
- Other responsibilities as necessary
- Have fun
- Length of Contract: August 2025 – May 2026 (Students MUST commit to a 1-year term)
- Pay
 - Leadership Consultants will be paid an hourly wage amount of \$15.00 an hour
 - Returning Leadership Consultants will be paid an hourly wage amount of \$16.00 an hour
- Participation in staff retreat August 2025 (Dates TBD – typically the Thursday–Friday before the start of the Fall semester)
- LCs may hold additional paid on-campus employment responsibilities up to 20 hours a week (including their LC hours but to not exceed an average of 29 hours per week) with the advance approval of their immediate supervisor, permitting paid on-campus employment complies with Commonwealth of Virginia law which states:
 - *“Student and non-student wage employees are limited to 1450 hours of work during in the twelve month period of May 1 through April 30. Wage employees who reach the 1450 hour limit must immediately stop working and may not be reemployed until May 1.”*
- All other employment responsibilities (off-campus/unpaid) require the advance approval.



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