



## POSITION POSTING

**Graduate Professional Assistant:** Leadership Education and Outreach

**Department:** Center for Leadership and Intercultural Engagement (CLIE) – Leadership Development

### UNIVERSITY LIFE (UL):

**UL Vision:** EVERY STUDENT SUCCEEDS

**UL Mission:** To engage students in educationally purposeful experiences resulting in student learning and development, academic success, and degree completion.

### **UL 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.

### **CLIE Vision Statement**

A world where all are valued, respected, and empowered to lead.

### **CLIE Mission Statement**

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.

### **Function**

The Graduate Professional Assistant (GPA) will be a key player in our team, driving initiatives that empower George Mason students to develop into effective, ethical leaders. In this role, you will collaborate closely with the Center for Leadership and Intercultural Engagement - Leadership to provide leadership training, resources, services, and recognition for all Mason students. As a GPA, you will coordinate and implement major center programming, ensuring impactful experiences for students. You will co-supervise the Student Leadership Consultants alongside the other Graduate Professional Assistant, fostering a culture of leadership development and teamwork. Additionally, you will serve as a teaching assistant for the Ethics and Leadership (INTS 404) course, supporting students in their academic and leadership growth. Through facilitating dynamic leadership workshops, you will help students build essential skills to thrive both personally and professionally. This position offers a unique opportunity to develop your leadership, teaching, and program management skills while making a lasting impact on the Mason community.

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

- Must be enrolled as a full-time graduate student in one of George Mason University's Graduate Programs (not provisional admission).
- Must have and maintain a 3.0 GPA.
- Must be in good academic and judicial standing.
- Must be available for the entire 2026-2027 Academic Year.
- Must possess strong written and verbal communication skills
  - Must meet English language proficiency requirement.
- Must be able to work 20 hours per week. Work hours are to be completed in-person in the Center for Leadership and Intercultural Engagement – Leadership on the Fairfax Campus.
- Must be able to participate in monthly 1:1s with supervisor.
- Must participate in the Graduate Staff Academy through University Life as class schedule allows. This includes approximately 10 to 14 sessions spread throughout the academic year which are about 2 hours long each.
- Must be available for the following (as class schedule permits) for programming, events, workshops, trainings, etc. that the Center hosts.
  - Primary areas include (but not limited to): Conference Planning, Student Leadership Certificate Series, Alumni Leadership Speaker Series, Freedom and Learning Forums, Service Days, K-12 school partnerships, Braver Campus Programming, Spring Leadership Summit, Catalyst, Right Wrong or Different, leadership workshops and trainings, etc.
- Must have demonstrated experience and skills in working with college students, new students, and campus stakeholders.
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate.
- Must be able to work successfully as an individual and within a team.
- Must have an ability to relate to people from diverse backgrounds.
- Must have a sincere desire to help students.
- Must exhibit exceptional professionalism and a strong work ethic.
- Must have a strong interest in leadership programming and theory, advising and mentorship of students, as well as facilitation and outreach.

### **Position Responsibilities:**

- Assist in the coordination, implementation, and evaluation of programming.
- Co-advise the Student Leadership Consultants (LCs) with the Graduate Professional Assistant for Civic Engagement and Service (with general supervision from the Associate Director)
- Facilitate monthly 1:1 meetings with the LCs
- Co-facilitate the Active Leaders program with Director
- Teaching Assistant (TA) for the Ethics and Leadership Course (INTS 404) (Spring 2027)
- Coordinate the President's Leadership Seminar with Associate Director
- Coordinate the presentations/workshops that the Leadership Consultants facilitate with student organizations, UNIV 100 classes, etc.
- Collaborate with campus departments and student organizations to provide a comprehensive leadership training series.
- Collaborate with fellow GPA to develop programming that supports University Life's Dialogue Across Difference (DxD) initiative.
- Collaborate with the Associate Director to enhance and strengthen our Braver Campus programming.
- Collaborate with fellow GPA to develop and foster partnerships with the following departments to increase our outreach and strengthen collaborative partnerships:
  - Honors College
  - Student Involvement
  - Mason Recreation
  - Athletics
  - Carter School for Peace and Conflict
  - Housing and Residence Life
  - Mason Autism Support Initiative (MASI)
  - International Programs and Services
- Manage social media for leadership education and oversee Leadership Consultants who are working on social media
- Join at least one (1) committee within University Life and/or Mason
  - Committees
    - Choose one (1) of the UL Professional Development Sub-Committees to be a part of
    - Any other committee of your choice (e.g., Mason Chooses Kindness, etc.)

- Work closely with Associate Director/Director to increase educational workshops/outreach to academic units
- Coordinate the presentations/workshops that the Leadership Consultants facilitate with student organizations, UNIV 100 classes, etc.
- Facilitate/co-facilitate a variety of leadership workshops for various groups on an as needed basis (e.g., UNIV 100 Class, RA Training, Patriot Leader Training, Student Organizations, etc.)
- Serve as a representative and liaison for the Center for Leadership and Intercultural Engagement through collaboration with departments and student organizations.
- Must participate in the Graduate Staff Academy, each month through University Life, as class schedule allows.
- Maintain a healthy, ongoing, professional relationship and communication with your supervisors.
- Make yourself visible and identifiable as a member of the CLIE Leadership Team and serve responsibly in that role.
- Be available to assist the Center for Leadership and Intercultural Engagement when necessary.
- Participate in periodic written and oral performance evaluations, including an exit interview.
- Other duties as assigned by the Associate Director and Director.

#### **GPA 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. Must be available for training and Pro-Staff Retreat the week of **August 10-14, 2026**, and Team Retreat on **August 19-20, 2026** (dates subject to change). Must be available to work during times when the university is open, but classes are not in session (e.g., return to work in early January, work during spring break, etc).

#### **Compensation & Other Terms:**

- The Graduate Professional Assistant position will be paid a minimum stipend of **\$22,000**
  - 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 \$5,000.00** per semester; master's degree students (with exception of MFA students) who are out-of-state do **not** receive in-state tuition rates;
  - Participate and attend all scheduled session of the University Life Graduate Staff Academy, hosted in-person, each month, as class schedule allows;
- This GPA position is a **9.5 month contract - (August 10, 2026 - May 27, 2027)** with the possibility of renewal for a second academic year.
- All information, including rules and regulations, regarding all graduate assistantships can be located on the Provost Graduate Division website: <https://graduate.gmu.edu/financial-support/assistantships-lecturers-oncampusemployment>

#### **To apply:**

Applications will be accepted on a rolling basis. For best consideration, completed applications are due **Monday, March 23, 2026**. However, applications will continue to be accepted after that date until the position is filled. To apply for this position, please submit a letter of interest, resume, and the contact information of three professional references (e-mail preferred) to:

- Name: Phil Rippa
- Title: Office Manager, Center for Leadership and Intercultural Engagement
- Address:
  - The Center for Leadership and Intercultural Engagement
  - George Mason University
  - The HUB, Suite 2400, MS 6E8
  - Fairfax, Virginia 22030
- Email: [prippa@gmu.edu](mailto:prippa@gmu.edu)