

**Graduate Assistant   
LEAD: Leadership Education And Development**

University Life creates purposeful learning environments, experiences, and opportunities that energize all students to broaden their capacity for academic success and personal growth. Through our innovative programs, partnerships, and services, students discover their unique talents, passions, and place in the world.

## Mission Statement

Leadership Education And Development (LEAD) believes that everyone has the potential to be a leader. We provide leadership training, resources, services, and recognition to encourage students to become socially conscious leaders and civically engaged citizens.

## Function:

The LEAD Graduate Assistant (GA) will be an integral part of the LEAD team, helping to provide leadership training, resources, services, and recognition to encourage all Mason students to become socially conscious leaders and civically engaged citizens.

The LEAD GA will assist in the coordination, implementation, and evaluation of major LEAD office programming (e.g. Leadership Mason Conference, Mason Leadership Institute, Emerging Leaders Program, Active Leaders Program, Presidential Leadership Dialogues, Alumni Speaker Series, Mason LeaderShape and SOEL). They will also serve as a co-advisor for a student group, co-instruct leadership classes and seminars and assist in the creation and implementation of an innovative leadership certificate program focused on integrating co-curricular and curricular leadership opportunities around campus.

**Direct Reporting Supervision:**

Lisa Snyder, Associate Director for Leadership Education And Development

**General Supervision:** Nick Lennon, Director for Leadership Education And Development

Phil Rippa, Office Manager

## Required Skills/Qualifications:

*Required:*

* Must be enrolled as a full time graduate student in one of George Mason University’s Graduate Programs.
* Must have and maintain a 3.0 GPA.
* Must be in good academic and judicial standing.
* Must possess strong written and verbal communication skills
  + Must meet English language proficiency requirement.
* Must be able to work 20 hours per week.
* Must be able to participate in bi-weekly 1:1s with supervisor.
* Must be available for the Leadership Mason Conference, Mason Leadership Institute, Presidential Leadership Dialogues, Emerging/Active Leaders Program, and Ethics and Leadership course *(as class schedule permits)*
* 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 and their families.
* Must exhibit exceptional professionalism and a strong work ethic.
* Must have a strong interest in leadership programming, outreach, and theory.

## Position Responsibilities:

* Assist in the coordination, implementation, and evaluation of major LEAD office programming (e.g. Leadership Mason Conference, Mason Leadership Institute, Emerging Leaders Program, Active Leaders Program, Presidential Leadership Dialogues, Alumni Speaker Series, Mason LeaderShape and SOEL).
* Serve as a co-advisor for the L-TEAM and/or LEAD Scholars and coordinate the presentations/workshops that L-TEAM facilitates with student organizations, UNIV 100 classes, etc.
* Co-instructor for the Emerging Leaders/Active Leaders classes and Teaching Assistant for the Ethics and Leadership Course.
* Present/co-present a variety of leadership topics (e.g. UNIV 100 Class, RA Training, Patriot Leader Training, Student Organizations, etc.)
* Assist in the creation and implementation of the S.E.E.D. leadership certificate program focused on integrating co-curricular and curricular leadership opportunities around campus.
* Serve as a representative and liaison for the LEAD Office through collaboration with departments and student organizations (ex: Student Involvement, Transition Resource Center, etc.)
* Manage and respond to emails within the LEAD Office email account.
* Maintain a healthy, ongoing, professional relationship and communication with your supervisors.
* Make yourself visible and identifiable as a member of the LEAD staff and serve responsibly in that role.
* Be available to assist the LEAD Office when necessary.
* Participate in periodic written and oral performance evaluations, including an exit interview.
* Other duties as assigned by the Director and Associate Director.

## Time Commitments:The Graduate 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.

**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 2012-2013 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 position from August 25, 2012 to May 24, 2013

**To apply:**

To apply for this position, please submit a letter of interest, resume, and the contact information of three professional references by April 15, 2012 to:

Name: Phil Rippa Address:  
Title: Office Manager George Mason University   
Unit: LEAD The HUB, Suite 2400 (MS 6E8)

Email: [prippa@gmu.edu](mailto:prippa@gmu.edu) 4400 University Drive  
URL: http://lead.gmu.edu/ Fairfax, VA 22030