The Center for the Advancement of Well-Being (CWB) is seeking a part-time Graduate Assistant (GA) for the 2020-21 Academic Year. This wage/hourly position is available for a masters or doctoral-level student. The GA will work virtually at least for the Fall 2020 Semester.

Required Skills/Qualifications
- Enrolled in one of George Mason University's Graduate Programs (not provisional admission)
- Knowledge of the science of well-being and supporting practices
- Exhibits exceptional professionalism and a strong work ethic
- Ability to relate to people from diverse backgrounds.
- Reliable, responsible, self-motivated
- Strong written and verbal communication skills
- Takes initiative and utilize creative thinking skills in order to coordinate programs and initiatives and consider multiple issues, needs, possibilities, etc.
- Ability to work independently and interdependently
- Experienced in a range of technologies and social media platforms

Position Responsibilities
- Support the center's executive education programs, programs/events, and the center's role in Well-Being University initiatives
- Become familiar with the science of well-being and supporting practices, leadership and organizational development, and resilience in order to assist with curriculum development, delivery, and grading
- Perform/support program evaluation and assessment activities
- Actively participate in staff meetings and appropriate professional development opportunities
- Perform outreach, facilitate workshops, and represent and promote CWB at large scale events

Time Commitment
The Graduate Professional Assistant position is designed for a 15 hour per week work commitment (on average). The specific schedule will be determined by the GA and their supervisor. This position reports to the Director of Well-Being Programs.

Compensation
$15 per hour for Masters student
$20 per hour for Doctoral student

To Apply
To apply for this position, please email a letter of interest, resume, and 2 professional references to cwb@gmu.edu.