



## Types of Positions

The university employs approximately 7500 people on campus and throughout the U.S, and around the world. These employees are in a variety of position types to include Faculty, Classified Staff, Hourly/Wage, and Graduate Assistants. The majority of positions are either Faculty or Classified Staff.

Position types are further defined below to allow you to search and apply for the most appropriate jobs. To be considered an applicant, you must apply online through the web site at [jobs.gmu.edu](http://jobs.gmu.edu). The employment opportunities site contains a section with quick guides and FAQs (frequently asked questions) to assist with the application process.

### Faculty Positions

The search and screening process for faculty positions is decentralized and is the responsibility of the hiring department. Although departments may advertise vacant positions in a variety of locations, all advertised positions are also posted at [jobs.gmu.edu](http://jobs.gmu.edu). In addition to a very brief faculty application, you will be asked to attach a cover letter (appropriate to that position) and resume/vita to apply for a specific faculty position. Other documents may also be required; consult the posting for specific items. If you need any further information about a particular job, contact the search committee chair or department head as listed in the posting itself.

The “faculty” category includes three distinct subsets of positions:

#### **Instructional and Research Faculty positions:**

Instructional positions would be the typical teaching faculty members with substantial responsibilities for undergraduate and graduate instruction, research, and outreach. These positions may be tenure-track with the ranks of assistant, associate, or full professor; typically such positions would be regular and require a terminal degree in the field. They may also be non-tenure-track, such as the instructor or clinical faculty ranks. These positions typically require at least a master’s degree in the field.

Research positions are usually on soft (grant) funds. Special research faculty positions typically require a minimum of a master’s degree; some will require a doctorate. Since research employment can be opportunistic, potential applicants are strongly encouraged to seek referrals and to make connections with relevant departments and research centers to explore what possibilities might exist.

**Administrative and Professional Faculty positions:**

Administrative faculty positions perform work directly related to management of the institution, college, or an administrative department. Professional and Managerial positions may include positions such as counselors, coaches, physicians, academic and student affairs professionals, development officers, professionals in outreach and continuing education, and others. These positions typically require a minimum of a bachelors or master's degree; some will require a doctorate.

**Adjunct Faculty positions:**

Part-time, temporary teaching positions also exist. Such positions may, or may not be advertised. To pursue such opportunities, applicants should approach the relevant department head directly.

**Classified Staff Positions**

George Mason University has about 1600 classified staff employees in a wide array of positions such as information technology professionals, nurses, financial services specialists, administrative assistants, lab technicians, trade workers, entry-level professionals, custodial, housekeeping, and many others. Most staff jobs are in pay bands 1 - 5.

**Hourly/Wage Positions**

These positions are considered part-time and are currently not eligible for benefits. The University has two types of wage employment to include non student wage and student wage. These jobs are usually short-term or project in focus but may continue for several years and offer no benefits.

As a state agency, Mason is required to limit wage employee hours to 29 hours per week on average and no more than 1450 hours per wage year for all jobs at Mason. The standard measurement period will be from May 1 to April 30. Each year on May 1, wage employees' hours will reset to zero.

These limits are for student and non-student wage. We are awaiting guidance from the Internal Revenue Service on the applicability of ACA to student wage. In the meantime, supervisors should assume that student wage are included.

For more information please consult the [ACA FAQ](#) or contact your HR consultant.