**Graduate Assistant**

**JOB POSTING**

**Position:** Graduate Assistant  
**Department:** Student Development  
**Center for Student Engagement**  
**Reports to:** Randon Willard, Director

**Summary of Responsibilities:** Provide support to the Director in the development, management, and supervision for Student Activities including: planning, promoting, scheduling, and evaluating programs; providing leadership and supervising for student activities coordinators; building and maintaining relationships with student leaders and campus departments; providing administrative support to the Office of Student Engagement.

**Essential Responsibilities:** (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)

A. Assist in recruiting, hiring, and training for student leadership positions  
B. Advise and assist in the preparation of advertisements and schedules for Student Activities  
C. Foster development of the Department’s stated learning and programmatic outcomes  
D. Be an active member on one Student Development committee  
E. Work cooperatively with the College Administration to help with retention through strategic programming  
F. **Supervision:** Supervise student employees to include interviewing, hiring, training, planning, assigning and directing work, and coaching, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.  
G. Must have a mindset of mentoring employees under supervision. Should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.

**Secondary Responsibilities:** (These are responsibilities that may be delegated in order to make reasonable accommodation for an employee)

A. Assist Director with administrative tasks including: office coverage, answering phones, database upkeep, office communication, distributing all-campus emails, and other duties as needed

**Performance Development Areas will include:** Communication, Job/Technical Knowledge, Teamwork/Cooperation, Initiative/Interest/Motivation, Adaptability/Flexibility, Stewardship and Safety.

**Qualifications - Minimum:**  
**Education:** Bachelor’s Degree

**Christian Commitment:** Eligible candidates must be a thoughtful and articulate Christian and an active member of a Protestant evangelical church. Preference will be given to candidates who support and have an articulate understanding of the Reformed faith. The individual must understand and support the College’s “Foundational Concepts of Christian Education” by expressing an evangelical Christian profession of faith and demonstrate the ability to integrate a Christian perspective in their work.

**Application Process:** Interested applicants should send a cover letter, resume, statement of faith, and names with contact information for three references to ATTN: Ryan Holt / 3200 College Avenue / Beaver Falls, PA 15010. Applications will be reviewed upon receipt.