Graduate Assistant

JOB POSTING

Summary of Responsibilities: Focus primarily on service trip opportunities and diversity initiatives organized by the Center for Student Engagement. This person will work with the department’s team to ensure that high-quality and engaging programs are being offered.

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

A. Quest Trips
   1) Collaborate with the Coordinator for Student Engagement to plan and execute educational and service Quest trips open to any student on campus during fall break, spring break, and May term
   2) Recruit, train, and collaborate with Quest trip Advisors
   3) Plan training for advisors, celebration dinner, and chapel connected to Quest Trips
   4) Coordinate efforts for advertising, recruitment, application, and selection of Quest trips

B. Supervise Quest Coordinators
   1) Work with Quest Coordinators to plan and execute Quest Trips
   2) Meet regularly with the Quest Coordinators to provide guidance, support and ongoing training
   3) Coordinate programs for Justice Week and Creation Care Week

C. Diversity Initiatives
   1) Coordinate ongoing diversity programs and involvement opportunities
   2) Act as a liaison between the Center for Student Engagement and Multicultural Student Services

D. Office Management/Administration
   1) Work an average of 20 hours/week
   2) Attend required trainings and meetings
   3) Meet weekly with the Coordinator on an individual basis
   4) Assist in recruiting, hiring, and training for student leadership positions
   5) Collaborate with various campus offices when developing semester schedules and programs
   6) Assist with administrative tasks including: office coverage, answering phones, filing, database upkeep, general office communication, and other duties as needed

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

A. Attend all pertinent Student Development meetings and participate in committees
B. Complete all other duties assigned

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

Qualifications:

A) Minimum:
   1. Education/Certification: Must have a Bachelor’s degree; must be enrolled in Geneva College’s Master of Arts in Higher Education program.
   2. Experience:
   3. Skill/Abilities:
      (1) Organizational and time management skills
(2) Ability to promote ideas and involvement opportunities
(3) Self motivated and work independently
(4) Ability to relate and work professionally with a diverse student population

4. 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.

B) Preferred:

1. Experience: Previous experience mentoring others in their faith, community service and missions.
2. Skill/Abilities:

Application Process: Interested applicants should send a cover letter, resume, statement of faith, and names with contact information of three references to Geneva College, ATTN: Missy Nyeholt 3200 College Avenue, Beaver Falls, PA 15010; OR mnyeholt@geneva.edu. Applications will be reviewed upon receipt.