**Graduate Assistant**

**JOB POSTING**

**Summary of Responsibilities:** Design & facilitate adventure education activities with groups, disciple students, instruct trips, & carry out administrative duties associated with a graduate assistantship within student development.

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

A. **Engage students in transformational learning, ministry & service**
   1) Design and facilitate various adventure education & challenge course activities (average ½ -1 day/week).
   2) Participate in preparing for and instructing the freshman orientation outdoor experience known as Expedition (typically the 3rd week in August).
   3) Facilitate welcome week initiative activities and service.
   4) Provide oversight, supervision & leadership to the facilitation student leadership team.
   5) Assist in planning, organizing, and facilitating training events (i.e. facilitator training, CSE student leadership development initiatives, mid-August Adventure team training, etc.)
   6) Organize follow-up initiatives for the freshman who participated in the Expedition trip.
   7) Meet regularly with the Center for Student Engagement team.
   8) Disciple students & encourage their development as leaders and followers of Christ.

B. **Administrative Duties**
   1) Assist Adventure Learning Coordinator in challenge course maintenance and construction.
   2) Participate in office time of 2-4 hours per week. (greeting students, communication, e-mail, assessment, planning, advertising, etc.)
   3) Complete paperwork, injury reports, risk management form, and any other applicable paperwork in a timely manner.
   4) Meet regularly for supervision with the Center for Student Engagement Coordinator.
   5) All other duties as assigned by the Center for Student Engagement Coordinator and Director.

C. **Contribute to & participate in the Student Development Department**
   1) Be an active member of the Student Development staff.
   2) Attend student development meetings, professional development opportunities & functions.
   3) Adhere to Geneva policies & expectations.

D. **Supervision:**
   1) Supervise student employees (tentative) to include interviewing, hiring, training, planning, assigning and directing work, coaching, appraising performance, addressing complaints and resolving problems.
   2) Mentor students under supervision. Lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.

**Secondary Responsibilities:** (These are responsibilities that could be in addition to your graduate assistant responsibilities)

A. Potential opportunity: Assist in instruction and attend one or two of the following courses per semester to obtain practical skill development in the classroom: Challenge Course Facilitation and Ministry (3 credit course); Indoor Rock Climbing (1 credit course), Group Dynamics (3 credit course); Backpacking as Ministry (3 credit course).

B. Optional: Instruct wilderness trips over fall break, spring break, & weekends.

Geneva College does not discriminate against applicants on the basis of race, color, gender, handicap, or national or ethnic origin in the selection of employees.
Performance Development Areas will include: Communication, Job/Technical Knowledge, Teamwork/Cooperation, Initiative/Interest/Motivation, Adaptability/Flexibility, Stewardship and Safety.

Qualifications - Minimum: Preferred prior experience or knowledge of adventure education.

Education: Bachelors Degree

Christian Commitment: eligible candidates must be a thoughtful and articulate Christian and an active member of a Christian 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 of three references to Geneva College, ATTN: Center for Student Engagement 3200 College Avenue, Beaver Falls, PA 15010; OR cse@geneva.edu. Applications will be reviewed upon receipt.