



JOB DESCRIPTION TITLE: Football Assistant GA  
DEPARTMENT: Athletic Department  
Responsible to: Head Football Coach/Director of Athletics  
Organizational Classification: Staff  
FLSA Classification: Non-Exempt

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*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

- I) Summary of Responsibilities:** The Football Assistant GA is responsible for assisting the Offensive Line coach with the tackles and tight end position in a traditional triple option offense. Additionally, the GA would be responsible for film break down and exchange as it pertains to HUDL.
- II) 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 all aspects of coaching the offensive line and duties as assigned:**
1. Maintains up-to-date knowledge of, and compliance with, Geneva College, NCAA Division III and PAC rules and regulations.
  2. Assists with the development of the offensive line, specifically the tackle and tight end position.
  3. Assists the coaching staff in the recruitment of prospective student-athletes.
  4. Models Christian attitudes and behaviors for student-athletes, students, staff and fans.
  5. Follows accepted Geneva practices regarding coaching standards and policy.
  6. Assists in weekly film break-down and exchange within the Presidents' Athletic Conference.
  7. Other duties as assigned by the coaching staff.
- B. Other:**
1. Actively participates in athletic department functions and meetings, and in college committees as assigned.
  2. Maintains effective working relationships with administrative staff, coaches, student-athletes and other staff.
  3. Functions as a team member and works closely with fellow staff members of the Marketing and PR Office and attend regular meetings with the PR staff. Serves as the athletic liaison for PR & Marketing.
  4. Performs related duties as assigned.
- III) Performance Development Areas:**
- A. Achieves Results** – Achieves needed results; takes initiative and responsibility; seeks solutions to operational problems; listens and communicates adequately and effectively; keeps others informed; uses resources effectively (time, materials, finances); completes job responsibilities in a safe manner.
- B. Personal Organization** – Plans and organizes work; demonstrates dependability and good attendance; adapts to changes in the work environment; makes decisions and demonstrates good judgment; handles multiple tasks simultaneously.
- C. Knowledge/Learning** – Demonstrates and develops job knowledge and skills; possess and improves knowledge of all tools, equipment and resources; demonstrates creativity/innovation in work; increases understanding of how his/her work relates within the department and organization.



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- D. Interpersonal Skills** – Shows respect and kindness towards others; actively builds trust; acts with integrity and fairness; maintains appropriate levels of confidentiality; routinely expresses positive feedback and gratitude; seeks to understand others’ perspectives.
- E. Student & Organizational Success** – Makes student’s needs a priority; treats students, families, faculty, employees, and vendors, etc. with respect and support; respects and supports diversity differences; clearly displays a mission-mindedness; shows support and respect for policies and procedures, management and the institution.
- F. Teamwork/Conflict Resolution** – Works in collaboration with others; supports the work and goals of others; exhibits objectivity and openness to others’ views; gives credit to others when appropriate; accepts criticism and feedback; takes initiative and uses productive means for resolving interpersonal conflicts without unreasonable delays; shows loyalty to those not present by avoiding backbiting and gossip.

#### IV) Job Requirements - Labor:

- A. General:** Individuals must possess the knowledge, skills, and abilities listed or are able to explain and demonstrate that they can perform the essential responsibilities of the job, with or without reasonable accommodations in order to safely perform the essential responsibilities of the job.
- B. Physical:** Should be able to perform the following and similar physical demands in completing work tasks: climbing, stooping, reaching, pushing, feeling, crawling, crouching, lifting, pulling, standing, kneeling, carrying, handling, talking, hearing, seeing, sitting, fingering. Lifts regularly - Able to lift up to 50 pounds.
- C. Confidentiality:** Individuals must recognize that management of data, including personal information, grades, budgets, programs and policies is necessary to the operation of the College. Such information must be kept private and confidential for the protection of the College and to obey Federal and/or State laws. Should there be doubt as to whether a certain matter is to be protected, it should be discussed with your supervisor before making a disclosure.
- D. Mental:** Must be able to reason, analyze, prioritize, conceptualize, make judgments, and solve problems.

#### V) Qualifications:

##### A. Minimum:

1. Education/Certification: Bachelor’s degree
2. Employment is contingent on first being accepted in Geneva’s Higher Education Master’s Program.
3. Preferred Experience: Preference will be shown to candidates that have either played or have knowledge of the traditional triple option offense.
3. Skill/Abilities: Valid driver’s license. Willingness to travel including overnight and weekends. Ability to work evenings and weekends. Communicate effectively verbally and in writing. Operate a PC and related software.
4. Christian Commitment: Eligible candidates must be a thoughtful and articulate Christian and an active member of an evangelical Protestant Christian 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.



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Application Process:

\*Please send a cover letter, resume, references and a Statement of Faith to the following:

Van Zanic  
Geneva College Director of Athletics  
[vgzanic@geneva.edu](mailto:vgzanic@geneva.edu)

Geno DeMarco  
Head Football Coach, Geneva College  
[gdemarco@geneva.edu](mailto:gdemarco@geneva.edu)