



Graduate Assistant JOB POSTING

Position:	GA for Communications
Department:	Center for Student Engagement
Reports to:	Director, Center for Student Engagement

Summary of Responsibilities: Supervise, manage, and develop student leaders to publicize all events within the Center for Student Engagement. Work closely with all areas of the department to relay a consistent and thoughtful message including but not limited to web site management, written materials, social media, video production and promotional materials. Work closely with all members of the CSE to implement programming initiated by the CSE. Partner with other campus departments and provide 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 CSE Programs
- C. Oversee social media content for the department and all promotional materials
- D. Foster development of the department's stated learning and programmatic outcomes
- E. Be an active member on one Student Development committee
- F. Work cooperatively with the College Administration to help with retention through strategic programming
- G. **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.
- H. 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.
- I. Assist the Student Activities with programming by being "on" for one weekend a month.
- J. All other duties as assigned by the Director

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, Social Media knowledge, Job/Technical Knowledge, Teamwork/Cooperation, Initiative/Interest/Motivation, Adaptability/Flexibility, Stewardship and Safety.

Qualifications - Minimum:

Education: Bachelors 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 of three references to the Center for Student Engagement, 3200 College Avenue, Beaver Falls, PA 15010 or e-mail to cse@geneva.edu. Applications will be reviewed upon receipt.