



## **Graduate Assistant**

# **JOB POSTING**

**Position: Graduate Assistant, Office of the Vice President of Student Development**  
**Department: Student Development**  
**Reports to: Vice President of Student Development**

**Summary of Responsibilities:** This person will assist the Vice President of Student Development with projects and research related to improving services, increasing student engagement, and furthering student success.

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

1. Collaborate with Institutional Research to coordinate, administer, collect, and interpret various college assessment tools to better understand student persistence, success, and satisfaction.
2. Assist the Vice President in assessing programs and services within Student Development.
3. Serve on the Campus Retention Committee as an active member and work with the Director of Student Success to coordinate key retention initiatives.
4. Research best practices in the field of Student Development.
5. Contribute to furthering student success and retention strategies.
6. Organize professional development opportunities for the Student Development staff.

**Secondary Responsibilities:**

1. Serve on additional campus task forces as needed.
2. Collaborate with various Student Development initiatives and projects.
3. Assist in all other duties as assigned by the Vice President of Student Development.

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

**Qualifications –**

**Minimum:**

1. Education/Certification: Bachelor's Degree and matriculation to MAHE program
2. Experience: none required
3. Skill/Abilities: Communicate clearly, work well and professionally with a diverse population (e.g. students, staff, faculty, administration), operate standard Microsoft Office programs, manage multiple projects with timeliness and effectiveness
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.

**Preferred:**

1. Education/Certification: Same as above
2. Experience: Information organization, data collection and analysis, survey creation
3. Skill/Abilities: Preferred candidates will exhibit a functional understanding of survey instruments, MS Excel

**Application Process:** Interested applicants should send a cover letter, resume, statement of faith, and names with contact information of three references to Geneva College: Student Development, c/o Bridgette Hinzman, 3200 College Avenue, Beaver Falls, PA 15010 or e-mail to [bhinzman@geneva.edu](mailto:bhinzman@geneva.edu). Applications will be reviewed upon receipt.