Graduate Assistant Job Description

Summary of Responsibilities: Focus primarily on the student leadership development initiatives organized by the Center for Student Engagement. Focus on developing and facilitating high-quality and engaging programs and trainings that help students discover and develop their gifts, strengths, and abilities.

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

A. Student Leadership Development
   1) Plan and facilitate training events for CSE student leaders (fall retreat, commissioning service, spring retreat, once a month trainings)
   2) Communicate with CSE student leaders regarding required and optional events.
   3) Coordinate the BETA program (Geneva’s leadership development initiative for first-year students).
   4) Organize the CSE Christmas Party with other graduate assistants
   5) Coordinate the Golden Leadership Awards event at the end of each school year
   6) Co-facilitate the Influence Project, an upperclassman leadership initiative
   7) Serve on the Student Leadership Task Force
   8) Promote, support, and engage the student leadership development process at Geneva College.
   9) Disciple students & encourage their development as leaders and followers of Christ.

B. Clubs & Student-led Organizations
   1) Facilitate an umbrella structure for the clubs & student-led organizations
   2) Host the Club officers informational meeting at the beginning of each year
   3) Develop and implement strategic leadership/developmental sessions for student clubs and organizations
   4) Provide oversight for the funding, approval, programming, and policy initiatives for student clubs and organizations
   5) Work consistently with officers & advisors for clubs & student-led organizations

C. Office Management/Administration
   1) Attend required trainings and meetings.
   2) Meet regularly for supervision with the Assistant Director of the Center for Student Engagement.
   3) Assist in recruiting, hiring, and training for student leadership positions.
   4) Collaborate with various campus offices when developing semester schedules and programs.
   5) Adhere to Geneva policies & expectations

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 as assigned by the Center for Student Engagement Director & Assistant. Director.
C. Optional: Instruct immersion trips and/or service learning trips over spring break, & weekends.

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

B) Preferred:
1. Experience: leadership theory knowledge, clubs &/or student leadership experience & mentoring others in their faith

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.