



## **Graduate Assistant Job Description**

**Position:** Graduate Assistant, Student Leadership & Clubs  
**Department:** Center for Student Engagement  
**Reports to:** Assistant Director of the Center for Student Engagement

**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](mailto:cse@geneva.edu). Applications will be reviewed upon receipt.