



JOB DESCRIPTION TITLE: Graduate Assistant, Football (Offense)

DEPARTMENT: Athletics

Responsible to: Head Coach – Football

Organizational Classification: Graduate Assistant

FLSA Classification: Non-exempt

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 Graduate Assistant-Football (Offense) assists with the day-to-day operations and support of the Geneva College varsity football team. This position reports to the Football Head Coach.

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

A. Coaching and Student-Athlete Development

1. Maintain current knowledge of and compliance with Geneva College, President's Athletic Conference, and NCAA Division III rules and regulations.
2. Assist with the development of offensive players.
3. Assist with the recruitment of prospective student-athletes.
4. Assist with practice plans, opponent scouting reports and film breakdown.
5. Travel with team to away contests and neutral site tournaments.
6. Follow Geneva coaching standards and policies.

B. Personal Performance Areas

1. Achieves Results – Achieves necessary 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.
2. Personal Organization – Plans and Organizes work; demonstrates dependability and good attendance; adapts to changes in the work environment; makes decisions and demonstrates good judgement; handles multiple tasks simultaneously.
3. Knowledge/Learning – Demonstrates and develops job knowledge and skills; possesses and improves knowledge of all tools, equipment and resources; demonstrates creativity/innovation in work; increases understanding of how the work relates within the department and organization.
4. 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.
5. Student & Organizational Skills – Makes student's needs a priority; treats students, families, faculty, staff, 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.
6. 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



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conflicts without unreasonable delays; shows loyalty to those not present by avoiding backbiting and gossip.

C. Other Duties as Assigned

III) Exhibits behavior that is consistent with and supportive of Geneva's mission, vision, and core values:

- A. Geneva Mission Statement:** Geneva College is a Christ-centered academic community that provides a comprehensive education to equip students for faithful and fruitful service to God and neighbor.
- B. Vision Statement:** Geneva College will inspire students to integrate faith in Christ into all aspects of life in the real world, and to serve faithfully within their callings for Christ and Country.
- C. Core Values:**
 - 1) Serve with grace
 - 2) Pursue Godly wisdom
 - 3) Foster academic strength
 - 4) Engage culture faithfully
 - 5) Inspire vibrant hospitality
 - 6) Honor one another

IV) Job Requirements – Administrative:

- 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 to safely perform the essential responsibilities of the job.
- B. Physical:** Must be able to perform the following: talking, hearing, and seeing. Must have sufficient manual dexterity to be able to demonstrate football skills and operate all office equipment including, but not limited to: computers, copy machines, and telephones.
- 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. Must be accepted into and/or enrolled in Geneva's Master of Arts in Higher Education program
 - 2. Education/Certification: Bachelor's Degree
 - 3. Experience: 1-2 years of undergraduate student experience related to football, as a participant or as a coach/manager.
 - 4. Skill/Abilities:
 - a) Articulate your personal relationship with Jesus Christ.
 - b) High level of professionalism and attention to detail.
 - c) Positive attitude and strong communication (written and oral) skills.
 - d) Able to communicate effectively using electronic forms of communication such as email, text, etc.



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- e) Maintain complete and accurate files and records on prospects.
 - f) Operate a PC, proficient in Microsoft Office products including Outlook.
 - g) Ability to work independently in a fast-paced environment requiring critical thinking, multitasking and organization skills.
5. Must be able to work nights and weekends.
 6. Christian Commitment: eligible candidates must be a thoughtful and articulate Christian and an active member of a Protestant evangelical 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.

B. Preferred:

1. Education/Certification: Bachelor's Degree in Sports Management or other related field.
2. Experience: 1-2 years or post-graduate experience playing or coaching football.
3. Skill/Abilities:
 - a) Familiarity with NCAA compliance rules and regulations
 - b) Ability to produce scouting reports and film breakdown

Compensation Details: The Graduate Assistant position is a 10-month appointment beginning in August and ending in May, with the option for renewal, and includes a tuition discount and stipend. Graduate assistants must maintain at least 6 hours of graduate-level credit per semester to be eligible.

EOE Statement: Geneva College does not discriminate in hiring or in terms and conditions of employment based on an individual's race, color, sex, age, disability, or national origin. As a Christian college rooted in the evangelical and Reformed tradition and governed by the Reformed Presbyterian Church of North America, compliance with Geneva's Christian views is considered a bona fide occupational qualification under Sections 702 & 703 of Title VII of the 1964 Civil Rights Act as amended and will have a direct impact on employment consideration.

Application Process: Interested applicants should send a cover letter, resume, statement of faith, and names with contact information for three references to ATTN: Geno DeMarco, Football Head Coach, Geneva College / 3200 College Avenue / Beaver Falls, PA 15010 or gdemarco@geneva.edu.