



## **Graduate Assistant JOB POSTING**

<b>Position:</b>	Graduate Assistant, Center for Student Engagement – Creative Media Focus
<b>Department:</b>	Center for Student Engagement
<b>Reports to:</b>	Coordinator for Community Engagement & Communications

**Summary of Responsibilities:** Supervise, manage, and develop student workers 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. Partner with all members of the CSE to implement programming initiated by the CSE. Collaborate with other campus departments and provide administrative support to the Center for 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. Communications**

- 1) Collaborate with all areas of the CSE to effectively and creatively create a sense of belonging and connection through our branding and media.
- 2) Partner with areas throughout Student Development and the College to effectively promote a holistic and healthy lifestyle for students.
- 3) Create engaging, collaborative, and unifying social media content for the department
- 4) Advertise CSE programming through managing our online calendar, Stall Talk poster, Happenings Wall, Social Media Content, and other creative outlets.
- 5) Educate and empower Student Leaders to create engaging and connecting content for our students. Understand the communication standards of the Geneva College Public Relations Department.

### **B. Creative Programming**

- 1) Partner with other CSE areas on creative programming to help create opportunities for the arts.
- 2) Work cooperatively with Student Development to help with retention through strategic programming.
- 3) Assist the Student Activities with programming by being “on” for two weekends a month designing and hosting student events.
- 4) Create opportunities for first-year students to connect with Geneva College, their peers, and Beaver Falls to set new students up to thrive at Geneva.
- 5) Manage finances and budget appropriately for campus events.
- 6) Disciple students & encourage their development as leaders and followers of Christ.

### **C. Contribute to the Center for Student Engagement and Student Development teams**

- 1) Attend required trainings and meetings.
- 2) Meet regularly for supervision with the Coordinator of the Center for Student Engagement.
- 3) Meet regularly with the Center for Student Engagement team & be an active member of the Student Development staff
- 4) Assist CSE office with administrative tasks including: office coverage, answering phones, paperwork, injury reports, database upkeep, general office communication, and other duties as needed.
- 5) Adhere to Geneva policies & expectations
- 6) Additional areas of focus could include:
  - (a) Coordinate leadership initiatives such as the Golden Leadership Awards or the BETA program (Geneva’s leadership development initiative for first-year students).
  - (b) Facilitate an umbrella structure for the clubs & student-led organizations including working consistently with club officers & advisors for clubs to create ongoing systems to help clubs thrive.

### **D. Supervision:**

- 2) Supervise student employees to include interviewing, hiring, training, planning, assigning, and directing work, coaching, appraising performance, addressing complaints and resolving problems.

- 3) Train students in task performance, professionalism, and risk management.
- 4) Must have a mindset of mentoring students under supervision. Should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.

**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. Facilitate student learning at transformational experiences such as Leadership Together and Jubilee.
- C. Complete all other duties assigned

**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
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.

**B) Preferred:**

1. Experience: Previous experience mentoring others in their faith, community service and missions.
2. Skill/Abilities:

**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.