



Graduate Assistant JOB POSTING

Position:	Graduate Assistant, Center for Student Engagement – Community Engagement Focus
Department:	Center for Student Engagement
Reports to:	Coordinator for Diversity

Summary of Responsibilities: The GA of Diversity will build relationships with students on campus; provide support and mentoring to students, as well as assist the Center for Student Engagement with educating students on diversity issues.

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

- A. Support Minority Students on Campus**
 - 1) Mentor students of color on campus.
 - 2) Support students academically and connect them to appropriate resources.
 - 3) Assist in aiding students in their transition to Geneva College.
 - 4) Assist in planning social outings and events for students of color.
 - 5) Support student organizations (i.e. Black Student Union, etc.)
- B. Campus Programming**
 - 1) Plan and execute various cultural and educational programs including, but not limited to:
 - (a) Dr. Martin Luther King Jr. Night of the Arts, Black History Month, Hispanic Heritage Month, Women’s History Month, Convergence Symposium, Bring it to the Table, Culture Week, etc.
 - 2) Assist in educating students and campus community in becoming more culturally intelligent and sensitive through presentations or programs.
 - 3) Assist in annual office assessments.
- 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 weekly 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.
 - (c) Advertise CSE programming through managing our online calendar, Stall Talk poster, Happenings Wall, Social Media Content, and other creative outlets.
- D. Supervision**
 - 1) Meet weekly with Supervisor to assess current work with students and plans for future programs.
 - 2) Support Diversity team student leaders to include training, planning and executing programming, coaching, addressing complaints and resolving problems/conflict.
 - 3) Facilitate student learning at transformational experiences such as Leadership Together and Jubilee.
 - 4) Must have a mindset of mentoring employees 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 conferences, serve on judicial committees, assist in campus retention efforts, update Diversity website content, plan off-campus cultural excursions.
- B. Attend Center for Student Engagement staff meetings and other Center for Student Engagement trainings and events.

Performance Development Areas will include: Communication, Job/Technical Knowledge, Teamwork/Cooperation, Initiative/Interest/Motivation, Adaptability/Flexibility, Stewardship and Safety. Candidate should also be able to take initiative of tasks and manage certain responsibilities with minimal supervision.

Qualifications - Minimum:

Education: Bachelors Degree

Christian Commitment: eligible candidates must be a thoughtful and articulate Christian and an active member of a Christian 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.

Application Process: Interested applicants should send a cover letter, resume, statement of faith, and names with contact information of three references to ATTN: Center for Student Engagement, 3200 College Avenue, Beaver Falls, PA 15010 or at cse@geneva.edu. Applications will be reviewed upon receipt.