



## **Graduate Assistant JOB POSTING**

<b>Position:</b>	Graduate Assistant, Center for Student Engagement – Activities Focus
<b>Department:</b>	Student Development Center for Student Engagement
<b>Reports to:</b>	Coordinator of Student Activities & Intramurals

**Summary of Responsibilities:** Provide support to the Coordinator in the development, management, and supervision for Student Activities including: planning, promoting, scheduling, and evaluating programs; providing leadership and supervising for intramural, first year experience, and student activities teams; building and maintaining relationships with student leaders and campus departments; promoting belonging and recreation events on campus; administrative support to the Center for Student Engagement (CSE).

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

- A.** Engage students in programming that facilitates student pride, belonging, & success
  - 1) Assist in designing and implementing small and large student activity events
  - 2) Work cooperatively with Student Development staff and other offices on campus such as Athletics and Clubs, to enhance programming for students across campus and help with retention through strategic programming and structures.
  - 3) Provide guidance, supervision & leadership to student leadership teams who help with events.
  - 4) Be “on” for two weekends a month.
  - 5) Assist in the care and maintenance of student activities equipment & facilities.
  - 6) Create engaging, collaborative, and unifying social media content for the Center for Student Engagement
  - 7) Assist in the development of the Welcome Week, Winter Orientation, Summer Orientation, and Learning & Transitions.
  - 8) 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.
  - 9) Manage Student Activities finances and budget appropriately for campus events.
  - 10) Develop and implement strategic risk management strategies.
  - 11) Disciple students & encourage their development as leaders and followers of Christ.
- A.** 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.
- B.** Supervision:
  - 1) Supervise student employees to include interviewing, hiring, training, planning, assigning and directing work, coaching, appraising performance, addressing complaints and resolving problems.
  - 2) Train students in task performance, professionalism, and risk management.

- 3) 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. Complete all other duties as assigned by the Center for Student Engagement Director & Coordinators.
- 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 - Minimum:**

**Education:** Must have a Bachelor's degree; must be enrolled in Geneva College's Master of Arts in Higher Education program.

**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.

**Application Process:** Interested applicants should send a cover letter, resume, statement of faith, and names with contact information for three references to 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.