



JOB DESCRIPTION TITLE: Graduate Assistant, Residence Life (Female)

DEPARTMENT: Student Development

Responsible to: Director of Residence Life

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, Resident Director is an active member of the Student Development department and serves as a protector and promoter of the learning community that exists in the Residence Halls. The GA RD supervises and mentors the building team leaders, provides programming for the hall, develops relationships with residents, oversees the functioning of the Residence Hall, and assists with functions related to Residence Life. This position reports to the Director of Residence Life.
- II) Essential Responsibilities:** (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)
- A. Teamwork and Collaboration**
1. Committed to serving as a team player within the department, Student Development and Geneva College.
 2. Serves as a liaison with Health Services, the Counseling Center, Physical Plant, Food Services, Security, and the Business Office.
 3. Promotes good communication and relationships with students, Student Development personnel, administration, faculty, and the community.
 4. Maintains consistent communication with the housekeeper assigned to their building.
 5. Serves on appropriate Student Development committees as needed.
- B. Uncompromisingly Safe and Maintained Facilities**
1. Works closely with Resident Assistants (RA) and Physical Plant in maintaining the Residence Halls.
 2. Manages the overall operation of the residence facility, keeping it comfortable, safe, and sanitary.
 3. Expresses concern about the security and safety of the residence and its occupants and reports all security concerns to the appropriate people.
 4. Opens and closes the Residence Hall before and after each college break.
 5. Plans and implements duty schedules for Resident Assistants.
 6. Assists in the room sign-up process for all campus Residence Halls and assists with the overall campus process.
 7. Walks through their assigned Residence Hall every day to be aware of the general condition of the Hall.
- C. Loving Redemptive Discipline**
1. Enforces all College policies, rules and regulations governing Residence Halls and houses.
 2. Assists RA staff with individual counseling and roommate conflict mediation.
 3. Consults on disciplinary problems in the Residence Hall, as well as holds discussions with students referred by RA staff concerning inappropriate behavior.
 4. Hears and adjudicates disciplinary cases for policy violations of the Student Handbook.



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D. Involvement Over Programming

1. Works closely with other Resident Directors and Resident Assistants in organizing and overseeing Hall Programs and other activities.
2. Counsels and advises students about personal, spiritual, academic, or social issues.
3. Coordinates and assists the Resident Assistants with connecting students to social, educational, spiritual, and cultural programming on campus.
4. Provides RA staff and students assistance in the development of community in the Residence Hall.

E. Purposeful Hiring and Training

1. Takes leadership in the selection, training, and evaluation of the Residence Life Staff.
2. Assumes responsibility for organizing the Resident Assistants (RAs) in the Residence Hall.
 - a) Orienting them to their responsibilities.
 - b) Regular one-on-one meetings with RAs.
 - c) Conduct training sessions and weekly staff meetings.
3. Evaluates the individual RA as well as the overall Residence Life Program.
4. Supervises RAs by interviewing, hiring, training, planning, assigning and directing work, coaching, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.
5. Has 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.
6. Participates in campus Residence Life staff orientation. Implements in-service training sessions as requested.
7. Participates in RA trainings for the Fall and Spring.

F. Administrative

1. Takes administrative responsibility for all tasks assigned by the Director of Residence Life.
2. Maintains regular contact with the RAs to check on their progress.
3. Attends weekly meetings with the Director of Residence Life.
4. Plans to be on campus during any period in which there are no classes, but during which the Residence Halls are open.
5. Shares rotating on duty responsibilities with other Residence Life Staff.
6. Manages and rectifies college credit card expenses and oversees hall budget.

G. Performance Development Areas

1. **Communication:** Expresses verbal and written ideas and thoughts clearly and effectively; good listening and comprehension skills; keeps others adequately informed; uses appropriate communication methods.
2. **Dependability:** Arrives as scheduled, prepared for work; takes responsibility for own actions; commits to doing the best job possible; keeps commitments.
3. **Job/Technical Knowledge:** Possesses skills and technical competence to execute job duties; able to learn and apply new skills; keeps up with current developments; understands how job relates to others; uses resources effectively.
4. **Teamwork/Cooperation:** Works effectively with others; establishes and sustains a positive impact on people; actively contributes to teamwork; balances team and individual responsibilities; exhibits objectivity and openness to others' views.



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5. **Initiative/Interest/Motivation:** Seeks solutions to problems both within and beyond area of direct responsibility; looks for and takes advantage of opportunities; seeks opportunities to increase job skills and knowledge.
6. **Adaptability/Flexibility:** Adapts to changes in the work environment; manages competing demands; accepts criticism and feedback; adjusts approach or method to best fit the situation.
7. **Stewardship:** Uses college resources with wisdom and prudence to accomplish college objectives.
8. **Safety:** Completes job responsibilities in a safe manner in accordance with department and college safety policies and practices.
9. **Integrity:** Exhibits honesty and trustworthiness in work and interactions with college employees, vendors, and others; obeys and applies relevant laws and regulations related to the position.
10. **Kindness:** Exhibits compassion and kindness to all campus community members in actions and words.
11. **Joy:** Contributes to making the work environment and the college “a great place to work” by helping others grow in their abilities and responsibilities.

H. 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 operate all office equipment including, but not limited to: computers, copy machines, and telecommunications devices.
- 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.
- E. **Material:** Must own an operating cell phone to be regularly used and checked for work purposes.



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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 in residence life and/or leadership experience.
4. Skill/Abilities:
 - a) Articulate your personal relationship with Jesus Christ; Express and role model one's Christian faith in an open enrollment environment.
 - b) High level of professionalism and attention to detail.
 - c) Have strong verbal and written communication skills, including communication such as email, text, etc.
 - d) Maintain complete and accurate files and records.
 - e) Operate a PC, proficient in Microsoft Office products including Outlook.
 - f) Ability to work independently in a fast-paced environment requiring critical thinking, multitasking, and organization skills and meet deadlines.
 - g) Have a valid driver's license and insurable status with a willingness to travel off campus.
 - h) Work with a diverse group of college constituents.
 - i) Present oneself in a professional and collegial manner.
 - j) Counsel and advise the college age population.
 - k) Integrate professional practice from a Christian worldview.
 - l) Work in a team setting to accomplish the mission of the College and the Student Development Department.
 - m) Intervene and serve students in a time of crisis.
 - n) Work with students, families, and college administrators.
 - o) Ability to relate and work professionally with a diverse student population.
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. Experience: previous experience mentoring others in their faith, community service, or missions.

Compensation Details: The Graduate Assistant position is a 10-month appointment beginning in mid-July and ending in mid-May, with the option for renewal, and includes a tuition discount and stipend. Graduate assistants must maintain at least six (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



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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 Judy Willson, Director of Graduate and Online Admissions via email (judy.willson@geneva.edu) or submit their application packet electronically through their academic admissions portal. Applicants must start an application for their master's program before applying for a graduate assistant position. Go to Geneva.edu (https://apply.geneva.edu/portal/applynow/grad_apply) to begin a master's degree application.