



JOB DESCRIPTION TITLE: Graduate Assistant, Center for Faith & Life

DEPARTMENT: Center for Faith & Life

Responsible to: Director of Center for Faith & Life

Organizational Classification: Graduate Assistant

FLSA Classification: Non-exempt

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*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, Center for Faith & Life will provide support to director and staff of the Center for Faith & Life (CFL). The position will assist with general department functioning, planning and organizing CFL events, assist with marketing and communications, and help students explore the integration of their Christian faith with their professional and academic journey. This position reports to the Director of the Center for Faith & 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. CFL Staff Support**
1. Assist in the planning, organizing, and coordinating of special lectures, academic conferences, and other CFL events.
  2. Assist with research related to CFL publishing projects.
  3. Assist CFL Director with classroom administration of select courses.
- B. Marketing and Communications**
1. Work in conjunction with the College's Marketing Department to promote the Center for Faith & Life
    - a) Assist in communications with external parties related to CFL activities and events.
    - b) Help promote CFL events, services, and initiatives through social media, flyers, newsletters, and other communication channels.
    - c) Assist with the development and maintenance of the CFL web presence on Geneva.edu.
- C. Student Support**
1. Help students explore the integration of their Christian faith with their professional and academic journey.
  2. Organize small groups, mentorship opportunities, or community service projects that align with the CFL mission.
  3. Provide leadership training for student leaders, fostering a Christ-centered leadership approach within student organizations and campus ministries.
- D. Performance and Professional Development Areas**
1. Participate in workshops, seminars, and professional development opportunities related to higher education and the CFL mission.
  2. Reflect on personal and professional growth throughout the Graduate Assistant experience, especially as regards the GA's development as an academic and faith-based leader.
  3. Communication in verbal and written form.
  4. Technical knowledge related to fundamentals of the discipline.
  5. Teamwork, collaboration, and cooperation.
  6. Display initiative, interest, and motivation.



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7. Show adaptability and flexibility.
8. Display good judgement in stewardship of resources and safety management.

**E. 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 appropriate skills and 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.

**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 experience related to an area of student leadership.
  4. Skill/Abilities:
    - a) Articulate your personal relationship with Jesus Christ.
    - 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 on prospects.
    - e) Operate a PC, proficient in Microsoft Office products including Outlook.



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- f) Ability to work independently in a fast-paced environment requiring critical thinking, multitasking, and organization skills.
- g) Have a valid driver's license and insurable status with a willingness to travel off campus.
- 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.

**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 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 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 through the graduate assistantship application portal ([https://apply.geneva.edu/portal/grad\\_assistantships](https://apply.geneva.edu/portal/grad_assistantships)) or to Valerie Mayer, Graduate and Online Admissions Enrollment Specialist, via email ([vcmayer@geneva.edu](mailto:vcmayer@geneva.edu)). **Applicants must start an application for their master's program before applying for a graduate assistant position.** ([https://apply.geneva.edu/portal/applynow/grad\\_apply](https://apply.geneva.edu/portal/applynow/grad_apply))