



JOB DESCRIPTION TITLE: Graduate Assistant, Crossroads

DEPARTMENT: Crossroads

Responsible to: Crossroads Program Coordinator

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, Crossroads provides support, organizational assistance, and leadership for off-campus study programming, Global Student Services, Geneva's Honors Programs, and the general work of Crossroads. This position reports to the Crossroads Program Coordinator.

**II) Essential Responsibilities:** (The individual must be able to perform the following unaided or with reasonable accommodation.)

**A. Global Student Services**

1. Assist in planning and implementing the Global Student Orientation.
2. Assist in the transportation needs of global students, including but not limited to, airport pickups, banking appointments, social security appointments, etc.
3. Assist in the advising of the International Student Organization (ISO).
4. Assist in the planning and implementation of global student social events.
5. Assist in the planning and implementation of enrichment workshops.
6. Assist in the drafting and maintenance of a calendar of events and student birthdays.
7. Assist in communicating with current students regarding events, opportunities or required information.
8. Manage social media presence and update webpages when needed.

**B. Study Abroad**

1. Assist in planning and implementing the annual Off-Campus Study Fair.
2. Assist in the planning and execution of promotional events, informational meetings, and pre-departure orientations.
3. Periodically send out support emails to students who are studying off-campus.
4. Plan and implement the annual Off-Campus Study Photo Contest.
5. Maintain social media presence for the Off-Campus Study Programs.
6. Maintain and update off-campus study documents, promotional materials, and the website.

**C. Honors Programs**

1. Assist in mentoring and developing relationships with students in Geneva's Honors Program.
2. Assist in the organization and implementation of regular programming options for the Honors Program – these events include the First-Year Fall Retreat and Spring Retreat, Honors Convocation, the Spring Soiree, and six cultural events each year.
3. Collaborate with the Director, admissions, and events offices on organizing and implementing the annual Honors Program Scholarship competition.
4. Provide mentoring and leadership for the Honors Council which organizes community building events for the honors students throughout the year. Must have a mindset of mentoring and should be able to lead in



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a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.

**D. Administrative Responsibilities**

1. Attend Crossroads staff meetings.
2. Maintain office hours in the Crossroads office.
3. Assist Director with administrative tasks including, but not limited to office coverage, website maintenance, office communication, and other duties as needed.

**E. Performance Development Areas**

1. Develop Program Administration skills.
2. Communication in verbal and written form.
3. Technical knowledge related to student visas and off-campus study.
4. Teamwork, collaboration, and cooperation.
5. Display initiative, interest, and motivation.
6. Show adaptability and flexibility.
7. Display good judgement in stewardship of resources and safety management.

**F. 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.



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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 or Counseling program.
2. Education/Certification: Bachelor's Degree
3. Experience: 1-2 years of undergraduate student experience related to student development areas.
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.
  - 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.

**B. Preferred:**

1. Have a valid driver's license and insurable status with a willingness to travel off campus.

**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 ([vc Mayer@geneva.edu](mailto:vc Mayer@geneva.edu)). **Applicants must start an application for their master's program before applying for a graduate assistant position.** ([https://apply.geneva.edu/portal/applnow/grad\\_apply](https://apply.geneva.edu/portal/applnow/grad_apply))