



Graduate Assistant JOB POSTING

Position: Graduate Assistant, Experiential (& Adventure) Learning Opportunities
Department: Center for Student Engagement
Reports to: Assistant Director of the Center for Student Engagement

Summary of Responsibilities: Design & facilitate experiential learning opportunities offered by the Center for Student Engagement. Focus on developing and facilitating high-quality experiential programming including immersion trips, explore trips, and adventure education activities.

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 transformational learning, ministry & service**
 - 1) Assist in designing and implementing Spring Break Immersion Trips
 - 2) Design and facilitate various adventure education & challenge course activities
 - 3) Facilitate welcome week initiative activities and service.
 - 4) Provide guidance, supervision & leadership to the Adventure Learning student leadership team.
 - 5) Coordinate opportunities for students to attend various off-campus events and conferences (Jubilee Conference, Leadership Together, Serving Leaders, etc.)
 - 6) Meet regularly with the Center for Student Engagement team & be an active member of the Student Development staff
 - 7) Disciple students & encourage their development as leaders and followers of Christ.
 - 8) Assist in the care and maintenance of adventure learning equipment & facilities.
 - 9) Assist CSE office with administrative tasks including: office coverage, answering phones, filing, database upkeep, general office communication, and other duties as needed.
- B. Office Management/Administration**
 - 1) Attend required trainings and meetings.
 - 2) Meet regularly for supervision with the Assistant Director of the Center for Student Engagement.
 - 3) Complete paperwork, risk management forms, injury reports, and any other applicable paperwork in a timely manner.
 - 4) Assist in recruiting, hiring, and training for student leadership positions.
 - 5) Collaborate with various campus offices when developing semester schedules and programs.
 - 6) Adhere to Geneva policies & expectations
- C. Supervision:**
 - 1) Supervise student employees (tentative) to include interviewing, hiring, training, planning, assigning and directing work, coaching, appraising performance, addressing complaints and resolving problems.
 - 2) Facilitate student learning at transformational experiences such as Leadership Together and Jubilee.
 - 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 & Assistant. Director.
- 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 –

A) Minimum:

1. Education/Certification: Must have a Bachelor's degree; must be enrolled in Geneva College's Master of Arts in Higher Education program.
2. Experience:
3. Skill/Abilities:
 - (1) Organizational and time management skills
 - (2) Ability to promote ideas and involvement opportunities
 - (3) Self-motivated and work independently
 - (4) Ability to relate and work professionally with a diverse student population

B) Preferred:

1. Experience: Previous experience or knowledge of adventure education & mentoring others in their faith

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