Geneva College does not discriminate against applicants on the basis of race, color, gender, handicap, or national or ethnic origin in the selection of employees.

Graduate Assistant

JOB POSTING

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.