



## **Graduate Assistant JOB POSTING**

<b>Position:</b>	<b>Graduate Assistant; First and Second Year Student Engagement</b>
<b>Department:</b>	<b>Center for Student Engagement (CSE)</b>
<b>Reports to:</b>	<b>Director, Center for Student Engagement</b>

**Summary of Responsibilities:** Provide support to the Director in the development, management, and supervision for the Welcome Week, First Year Experience, and Second Year programming including: planning, promoting, scheduling, and evaluating; providing leadership and supervising for the Welcome Week leadership team and Hospitality Team. Building and maintaining relationships with student leaders and campus departments; providing administrative support to the Center for Student Engagement.

**Essential Responsibilities:** (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)

- A. Assist in recruiting, hiring, and training for FYE student leadership positions
- B. Assist in the development of the Welcome Week, Winter Orientation, and Second Year student programs
- C. Oversee the Welcome Week Leadership Team and Welcome Week Hospitality Team
- D. Foster development of the Department's stated learning and programmatic outcomes
- E. Partner with the Director to create a comprehensive plan for first and second year students
- F. Work cooperatively with the College Administration to help with retention through strategic programming and structures
- G. **Supervision:** Supervise student employees including: interviewing, hiring, training, planning, assigning and directing work, coaching, appraising performance, rewarding and disciplining employees, addressing complaints, and resolving problems.
- H. Must have 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.

**Secondary Responsibilities: (These are responsibilities that may be delegated in order to make reasonable accommodation for an employee)**

- A. Assist Director with administrative tasks including: office coverage, answering phones, database upkeep, office communication, distributing all-campus emails, and other duties as assigned

**Performance Development Areas will include:** Communication, Job/Technical Knowledge, Teamwork/Cooperation, Initiative/Interest/Motivation, Adaptability/Flexibility, Stewardship and Safety.

### **Qualifications - Minimum:**

**Education:** Bachelor's Degree

**Christian Commitment:** eligible candidates must be a thoughtful and articulate Christian and an active member of a Protestant evangelical 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.

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