



## **Graduate Assistant JOB POSTING**

<b>Position:</b>	<b>Graduate Assistant, Student Activities</b>
<b>Department:</b>	<b>Student Development Center for Student Engagement</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 Student Activities including: planning, promoting, scheduling, and evaluating programs; providing leadership and supervising for student activities leaders; building and maintaining relationships with student leaders and campus departments; providing administrative support to the Center for Student Engagement (CSE).

**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 ministry and programming the facilitates student pride and belonging**
  - 1) Assist in designing and implementing small and large student activity events
  - 2) Collaborate with Residence Life, Athletics, and other offices to enhance programming for students across campus
  - 3) Provide guidance, supervision & leadership to the Student Activities student leadership team.
  - 4) Coordinate opportunities for students to attend various off-campus events and conferences (Jubilee Conference, Leadership Together, Serving Leaders, etc.)
  - 5) Be "on" for two weekends a month.
  - 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 student activities 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 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) Manage Student Activities finances and budget appropriately for campus events.
  - 7) Adhere to Geneva policies & expectations
- C. Supervision:**
  - 1) Supervise student employees 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 - Minimum:**

**Education:** Must have a Bachelor's degree; must be enrolled in Geneva College's Master of Arts in Higher Education program.

**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 for three references to ATTN: Center for Student Engagement / 3200 College Avenue / Beaver Falls, PA 15010 or [cse@geneva.edu](mailto:cse@geneva.edu). Applications will be reviewed upon receipt.