



Graduate Assistant JOB POSTING

Position:	Graduate Assistant, Athletics
Department:	Department of Athletics
Reports to:	Women's Golf Coach

Summary of Responsibilities: Provide support to the Head Coach in the development, management, and supervision for Women's Golf including: planning, promoting, scheduling, and evaluating programs; providing leadership and coaching for student-athletes; building and maintaining relationships with student leaders and campus departments; providing administrative support to the Women's Golf program.

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 of student-athletes.
- B. Advise and assist in fundraising events and projects.
- C. Excel in preparation and management of events.
- D. Foster development of the skills of golf.
- E. Work cooperatively with the College Administration to help with retention through strategic programming.
- F. **Supervision:** Supervise student athletes to include interviewing, training, planning, assigning and directing work, and coaching, appraising performance, developing students, addressing complaints and resolving problems.
- G. Must have a mindset of mentoring student-athletes under supervision. Should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.
- H. Work weekdays and weekends. Also, it is expected that you will work evenings.
- I. Attend staff meetings and other trainings and events.
- J. Maintain office hours in the Athletic Department.

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

- A. Assist Head Coach with administrative tasks including office coverage, answering phones, database upkeep, office communication, distributing emails, and other duties as needed

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: Golf Office / 3200 College Avenue / Beaver Falls, PA 15010 or ajfee1@geneva.edu Applications will be reviewed upon receipt.