



Graduate Assistant JOB POSTING

Position: GA for the Center for Student Engagement
(Global & Local Advocate)
Department: Center for Student Engagement (CSE)
Reports to: Director of Center for Student Engagement

Summary of Responsibilities: This staff person partners with the GA for Student Activities to put on events for the campus community. Their events will focus on educating the campus on global and local social issues from a Christian perspective. The candidate will do this through developing a team of students who hold similar passions. This person will work with the department's team to ensure that high-quality and engaging programs are being offered for students, faculty, and staff.

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

- A. Local Engagement Initiatives**
 - 1) Coordinate on-campus local initiatives and programs including Special Olympics, Pumpkin Patch Bash, Eggstravaganza
 - 2) Develop, disciple, and foster student leaders to initiate quality programming
 - 3) Work with on-campus and off-campus organizations to create life-giving and sustaining partnerships
 - 4) Creatively educate campus on local issues from a Christian perspective
- B. Global Engagement Initiatives**
 - 1) Coordinate Global Engagement initiatives and programs including Justice Week and Culture Week
 - 2) Develop, disciple and foster student leaders to initiate quality programming
 - 3) Partner with others in the CSE to provide a comprehensive list of possible events for students
 - 4) Act as a liaison between the Center for Student Engagement and the Crossroads Office (International Office)
- C. Current Event Response**
 - 1) Stay up to date on global and local issues
 - 2) Create engaging ways of educating campus on current events
- D. Office Management/Administration**
 - 1) Work an average of 20 hours/week
 - 2) Attend required trainings and meetings
 - 3) Meet regularly with the Director on an individual basis
 - 4) Assist in recruiting, hiring, and training for student leadership positions
 - 5) Collaborate with various campus offices when developing semester schedules and programs
 - 6) Help with CSE office events as available
 - 7) Assist with administrative tasks including: office coverage, answering phones, filing, database upkeep, general office communication, and other duties as needed

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

- A. Complete all other duties assigned**

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: Commitment to learning about global and local issues
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
4. 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.

B) Preferred:

1. Experience: Previous experience mentoring others in their faith, community service and missions.
2. Skill/Abilities: Passionate about global and local social issues and how they relate to the gospel.

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