



## **Graduate Assistant JOB POSTING**

<b>Position:</b>	<b>Graduate Assistant, Programming Coordinator</b>
<b>Department:</b>	<b>Student Development Health &amp; Counseling Services</b>
<b>Reports to:</b>	<b>Full Time Counselor, Health &amp; Counseling Services</b>

### **Summary of Responsibilities:**

Provide support to Health & Counseling Services in the development and management of all preventative and educational programming initiatives. Partner with Healthcare Club and build connections with other departments on campus to promote Health & Counseling Services and wellness practices. Provide design support to Health & Counseling Services through passive programming, includes social media, newsletter, etc., and work directly with Full Time Counselor to assist with events and planning as needed.

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

- A. Independently seek creative new programming to increase the visibility of Health and Counseling Services, as well as promoting health and wellness across campus.
- B. Excel in preparation and management of health and wellness campus events and presentations.
- C. Represent Health & Counseling Services in a professional manner
- D. While in the Health & Counseling Services' offices, must maintain an understanding of confidentiality, and follow all privacy practices, and may serve as a "greeter" or receptionist.
- E. Work cooperatively with Student Development (specifically Resident Life) to arrange times and locations for events as well as seeking to identify needs of students.
- F. **Healthcare Club:** Serve as a partner or advisor (as needed) and oversee students within the group to assist with promoting health and wellness on campus.
- G. **Design & Writing:** Assist with the development of resources for students, clinical staff and academic departments: create a monthly newsletter to be distributed through email across campus, set up social media accounts for H&C Services as well as consistent posts and links to current information and articles. Create advertisements for health and wellness events and additional passive programming.
- H. Create and coordinate exercise classes (i.e., yoga) through H&C Services and the Athletic Center. Advertise for classes as well as provide support in hiring instructors and serving as an on-site contact.
- I. Work a flexible schedule as needed, including availability for presentations and meetings on some evenings and weekends.
- J. Attend monthly staff meeting with Director of Counseling Services and Director of Health Services as well as professional staff, and monthly Student Development all staff meetings.
- K. Meet weekly with supervisor and as needed, for effective communication, program progress, and updates.
- L. Provide detailed monthly activity reports and/or time sheets
- M. Collect data on student engagement in programming events, as well as understanding of health and wellness across campus, and analyze information to increase student awareness.

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

- A. Assist with administrative tasks including: office coverage, answering phones, office communication, distributing all-campus emails, organizing folders, shredding, and other duties as needed
- B. May also assist with updating Electronic Health Records software as needed.
- C. Research grants that would be applicable to Health and Counseling Services and apply as able.

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

**Qualifications - Minimum:**

Must be interested in health and wellness on a college campus and be able to work independently and efficiently.

**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: Hannah Broadway / 3200 College Avenue / Beaver Falls, PA 15010 or [Hannah.broadway@geneva.edu](mailto:Hannah.broadway@geneva.edu). Applications will be reviewed upon receipt.