



Graduate Assistant JOB POSTING

Position:	Graduate Assistant for Master of Arts in Higher Education (MAHE) and the Rehoboth Fellows Program
Department:	MAHE
Reports to:	Assistant Director of the MA in Higher Education Program

I) **Summary of Responsibilities:** To assist the Master of Arts in Higher Education and the Closing the Gap Programs

II) **Essential Responsibilities:**

- A. Work an average of 20 hours per week
- B. Provide research support for MAHE faculty projects
- C. Provide assistance to the Closing the Gap Program
- D. Manage (with the assistance of supervisor) the content of *Rehoboth Journal*
- E. Assist in recruiting efforts
- F. Increase Social Media presence for recruitment efforts and alumni networking
- G. Maintain & update alumni records
- H. Work closely with the Assistant Director to coordinate conferences and programmatic events
- I. Serve on one Student Development committee as approved by supervisor
- J. Mentor an undergraduate student
- K. Other assignments

III) **Performance Development Areas:**

- A. **Communication** - Expresses verbal and written ideas and thoughts clearly and effectively; good listening and comprehension skills; keeps others adequately informed; uses appropriate communication methods.
- B. **Dependability** - Arrives as scheduled, prepared to work; takes responsibility for own actions; commits to doing the best job possible; keeps commitments.
- C. **Job/Technical Knowledge** - Possesses skills and technical competence to execute job duties; able to learn and apply new skills; keeps up with current developments; understands how job relates to others; uses resources effectively.
- D. **Teamwork/Cooperation** - Works effectively with others; establishes and sustains a positive impact on people; actively contributes to teamwork; balances team and individual responsibilities; exhibits objectivity and openness to others' views.
- E. **Initiative/Interest/Motivation** - Seeks solutions to problems both within and beyond area of direct responsibility; looks for and takes advantage of opportunities; seeks opportunities to increase job skills and knowledge.
- F. **Adaptability/Flexibility** - Adapts to changes in the work environment; manages competing demands; accepts criticism and feedback; adjusts approach or method to best fit the situation.
- G. **Stewardship** - Uses College resources with wisdom and prudence to accomplish College objectives.
- H. **Safety** - Completes job responsibilities in a safe manner in accordance with department and College safety policies and practices.
- I. **Integrity** – Exhibits honesty and trustworthiness in work and interactions with College employees, vendors and others. Obeys and applies relevant laws and regulations related to the position.
- J. **Kindness** – Exhibits compassion and kindness to all campus community in actions and words.
- K. **Joy** – Contributes to making the work environment and the College “a great place to work” by helping others grow in the abilities and responsibilities.

IV) Job Requirements - Administrative:

- A. General:** Individuals must possess the knowledge, skills, and abilities listed or are able to explain and demonstrate that they can perform the essential responsibilities of the job, with or without reasonable accommodations in order to safely perform the essential responsibilities of the job.
- B. Physical:** Must be able to perform the following: talking, hearing, and seeing. Must have sufficient manual dexterity to be able to operate all office equipment including, but not limited to: computers, fax machines, copy machines, modems, and telephones.
- C. Confidentiality:** Individuals must recognize that management of data, including personal information, grades, budgets, programs and policies is necessary to the operation of the College. Such information must be kept private and confidential for the protection of the College and to obey Federal and/or State laws. Should there be doubt as to whether a certain matter is to be protected, it should be discussed with your supervisor before making a disclosure.
- D. Mental:** Must be able to reason, analyze, prioritize, conceptualize, make judgments, and solve problems.

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 Christian 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: Allison Davis aldavis@geneva.edu