



## **Graduate Assistant JOB POSTING**

<b>Position:</b>	<b>Library Graduate Assistant</b>
<b>Department:</b>	<b>Library</b>
<b>Reports to:</b>	<b>Steven Kenneally, Library Director Sarah McCraley, Manager Library Services</b>

**Summary of Responsibilities:** Provide support to the Library staff in the development, management, and supervision for Library including: planning, promoting, scheduling, and evaluating programs; providing leadership and supervising for student workers; building and maintaining relationships with student workers and campus departments; providing support for students, faculty, and community members.

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

- A. Maintaining the safety and security of the building, including closing the building
- B. Developing programming to increase community engagement
- C. Working with other Geneva programs, departments, and leaders to better utilize library spaces
- D. **Supervision:** Supervise undergraduate student library workers
- E. Must have a mindset of mentoring student leaders under supervision. Should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.
- F. Assisting with library displays
- G. Increasing social media presence

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

- A. Working with other offices on campus including the Student Success Center, The Center for Student Engagement, Athletics, PR, and faculty.

**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: MA in Higher Education Program / 3200 College Avenue / Beaver Falls, PA 15010 or [hed@geneva.edu](mailto:hed@geneva.edu) Applications will be reviewed upon receipt.