

**Graduate Assistant Job Posting**  
**City House - Part-time Resident Director (20 hours per week)**

The City House is a Christ-centered living-learning community located in a traditional neighborhood of downtown Beaver Falls. First, while living in the house, students eat meals together and share the responsibilities that contribute to its good functioning like grocery shopping, budgeting and cooking. Located in a diverse neighborhood, students at the City House serve together at a local soup kitchen, support the work of local ministries and community development programs, tend the urban garden, and build relationships with neighbors and kids on our street. Finally, participating students are enrolled in a two courses, entitled “Civic Engagement: Beaver Falls” and “Restoring the City” which address the ways in which the scriptures inform where and how we live as people of faith and help students develop an imagination for community restoration.

Each year, a new group of 10 Geneva College students choose to participate and live together in this community. The program functions in relationship to the college but separate in regards to cost for room & board, staffing, policies, and structure. An RD is also hired to live with students in the house, oversee daily functions, and assist the director in program facilitation.

Summary of Responsibilities

The primary focus of the City House RD position is on household facilitation, mentoring and student safety. The RD will also be asked to support the overall vision by building relationships with neighbors, encouraging community engagement and assisting in the classroom.

Essential Responsibilities

1. **Household Facilitation:** Prepare and facilitate household schedules, food budgets and administer chores and student checkouts; locate local food sources and purchase as needed.
2. **Mentoring:** Invest in the lives of students through relationships, concern and encouragement; address conflict; encourage students’ spirituality by providing opportunities for prayer, worship and Bible studies in the house.
3. **Student conduct:** Be attentive to student behavior, address concerns, report issues and assist in discipline procedures as requested.
4. **Community Building:** Facilitate activities that bring people together.
5. **Community Engagement:** Work with students in the facilitation of the community garden and maintain good relationships with neighbors.

Secondary Responsibilities

1. **Teaching Assistant:** Attend class, field trips and retreats; facilitate discussion or teach as requested.
2. **Soup Kitchen or Community Engagement Leadership:** Direct and assist students in preparing and serving food at the soup kitchen or in another community engagement opportunity.
3. **Student Safety:** Institute house policies related to safety and remain attentive to any emotional or mental health issues among students.
4. **Home Safety:** Communicate safety policies; remain attentive to maintenance issues.
5. **Assistance with Administrative Tasks:** Tasks may include advertising and recruiting, maintaining a presence on social media sites, writing and distributing a newsletter and planning events.

Performance Development Areas will include

Student leadership, community engagement, teamwork, initiating ideas, adaptability, household management

### Minimum Qualifications

1. Education/Certification: Must have a Bachelor's degree; must be enrolled in Geneva College's Master of Arts in Higher Education program.
2. Christian Commitment: Eligible candidates must be committed to Christ and able to articulate a deep understanding of how our faith informs where and how we live.
3. Experience: Leadership, community engagement or mentoring experience
4. Skill/Abilities:
  - Ability to initiate ideas, direct students and work without supervision.
  - Ability to relate to diverse students and respond to their particular desires and concerns
  - Ability to communicate effectively with students, colleagues, neighbors and community members.

### Preferred Qualifications:

1. Experience: Previous experience in student leadership or community engagement or participation in a living-learning community.
2. Skill/Abilities: Marketing, graphic design, budgeting, maintenance.

### Contract:

1. Position
  - 20 Hours per week; 9 months
  - Mid-August, 2017 - Mid-May, 2018
2. Compensation
  - \$3,500: \$1,750 paid each semester.
  - Housing: Personal bedroom, shared bathroom, kitchen and living areas (equivalent to \$3,500 ).
  - Board: Shared food at City House excluding breaks (equivalent to \$1,000).
  - Utilities: Includes Internet and laundry.

### Application Process

Interested applicants should send a cover letter, resume, statement of faith, and names with contact information of three references to **City House, ATTN: Wendy Whelpley**, 817 Lincoln Place, Beaver Falls, PA 15010; OR [wendy.whelpley@gmail.com](mailto:wendy.whelpley@gmail.com). Applications will be reviewed upon receipt.