



## **Graduate Assistant**

# **JOB POSTING**

**Position:** GA for the Center for Student Engagement  
(Service Learning)

**Department:** Center for Student Engagement

**Reports to:** Coordinator for Student Engagement

**Summary of Responsibilities:** Focus primarily on the service learning initiatives organized by the Center for Student Engagement. This person will work with the department's team to ensure that high-quality and engaging programs are being offered.

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

**A. Service-Learning**

- 1) Collaborate with the Coordinator to develop cohesive recruitment strategies for all volunteer community engagement and service learning opportunities for the Center for Student Engagement
- 2) Maintain systems to track volunteer hours
- 3) Collaborate with the Coordinator for Student Engagement to coordinate logistics for faculty utilizing course-based service learning, specifically students enrolled in SOC-120
- 4) Plan and execute all campus events like Cokes and Connections, Our Town, and other programs in the Center for Student Engagement

**B. Supervise Community Engagement Leaders (CELs) and/or Project Committee Leaders (PCLs)**

- 1) Partner with CELs to utilize the volunteer opportunities planned through the Center for Student Engagement
- 2) Meet regularly with the student leadership team to provide guidance, support and ongoing training
- 3) Coordinate with PCLs to host events like Justice Week, Pumpkin Patch Bash, Eggstravaganza, and Angel Tree Party

**C. Office Management/Administration**

- 1) Work an average of 20 hours/week
- 2) Attend required trainings and meetings
- 3) Meet weekly with the Coordinator 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.** Attend all pertinent Student Development meetings and participate in committees
- B.** 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:
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:**

**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](mailto:cse@geneva.edu). Applications will be reviewed upon receipt.