



## **Graduate Assistant JOB POSTING**

**Position: Bible/Student Ministry Graduate Teaching Assistant (TA)**

**Department: Bible/Student Ministry**

**Reports to: Bible/Student Ministry Faculty/Staff**

**Summary of Responsibilities:** Provide teaching assistance for specific Bible and Student Ministry courses as well as assistance for general department functioning and specific department ministry.

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

- A. Work an average of 20 hours per week
- B. Establish regular "office hours" in the Student Ministry Office
- C. Serve as a Teaching Assistant for a variety of Biblical Studies and Student Ministry classes\*
  - 1. Available to teach class on occasion and lead small group discussions when necessary
  - 2. Do research and collect materials for use in class
  - 3. Lead scheduled test review sessions
  - 4. Aid in the development and grading of tests and papers
- D. Direct Mentoring Class [connecting freshmen with upperclassmen] and teach Student Ministry section of a freshmen orientation class.
- E. Aid in the administration and execution of the "Closing The Gap" Program (a college transition class for high school students)
- F. Available for discussion with students from class
- G. Help in the planning and execution of department program [includes approx. 4 events each semester]
- H. Generally aid in the smooth functioning of the department [includes baking, decorating, Christmas caroling]

\*The TA responsibilities for these classes are usually distributed among GAs [3], as are those in planning and execution of events. There is also an opportunity to recruit and supervise upper level students to assist with programs in order to supply "smooth functioning."

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

**Qualifications - Minimum:** Matriculation in the MA in Higher Education program. Enthusiasm about the potential of working directly with college students. Good interpersonal communication skills. Interest in participating in the teaching/learning process with students. Comfortable with maintaining multiple, consistent, casual relationships in and out of the office [Student Ministry major averages 70 students]. A good sense of humor and flexibility are helpful attributes for the position. **Education:** Bachelor's Degree

**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 of three references to Dr. Terry Thomas (tthomas@geneva.edu), 3200 College Avenue, Beaver Falls, PA 15010. Applications will be reviewed upon receipt.