



<b>Position:</b>	Graduate Assistant, Student Success Coach
<b>Department:</b>	Student Success Center
<b>Reports to:</b>	Director, Student Success Center

## **Graduate Assistant JOB POSTING**

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

**Summary of Responsibilities:** Provide support to the Director in the development, management, and supervision for the Student Success Center including: providing services to students with disabilities; assisting in assessment, development and implementation of successful retention practices specific to this department; aiding director in the creation of a vision that intentionally promotes and enhances academic thriving; and building and maintaining relationships with students and campus departments. The Graduate Assistant will work up to 20 hours per week during the time frame of their assistantship and works specifically with academic support for Student-Athletes and Non-Athlete Students.

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

**A. Student Academic Thriving**

- 1) Monitor academic progress of students who are on academic probation, academic warning, and/or who are identified as 'high-risk' academically.
- 2) Meet one-on-one (1:1) with students to create individualized academic success plans and conduct follow-up meetings to assist student in reaching these goals.
- 3) Assist the Director of SSC in the development and execution of academic assistance programs for students (i.e. peer tutor, academic coaching, learning labs, study sessions).
- 4) Research, create, develop and execute the use of tools/strategies to aid students in achieving academically.
- 5) Cover weekly study halls for student-athletes.

**B. Office Management/Administration**

- 1) Maintain written records to document student meetings.
- 2) Apply various policies related to academic faithfulness and disability services.
- 3) Foster development of the department's stated learning and programmatic outcomes.
- 4) Meet weekly with the Director on an individual basis.
- 5) Collaborate with other Student Development departments and Office of Public Events when developing schedules and programs.
- 6) Assist Director with administrative tasks including, but not limited to: office coverage, answering phones, filing, database upkeep, general office communications, and other duties as assigned.
- 7) Lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.

**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 as assigned by the Director of Student Success Center and Dean of Student Development.

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

**Qualifications - Minimum:****A. Education/Certification:**

- 1) Must have a Bachelor's degree, preferably in psychology, social work, education, human services, or counseling-related field
- 2) Must be enrolled in Geneva College's Master of Arts in Higher Education program or Master of Arts in Counseling program (preferred concentration in School Counseling).

**B. Skill/Abilities:**

- 1) Organizational and time management skills.
- 2) Ability to counsel the college age population.
- 3) Ability to integrate professional practice from a Christian worldview.
- 4) Ability to intervene, evaluate, and serve students through individual and group meetings.
- 5) Ability to promote ideas and involvement opportunities.
- 6) Ability to work independently and self-motivated.
- 7) Ability to relate and work professionally with a diverse student population.

**C. 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.**Qualifications – Preferred:****A. Experience:**

- 1) Internship or work experience that involves mentoring, counseling, and developing those under one's supervision.
- 2) Student leadership experience in an area of student development, admissions, or athletics.

**Application Process:** Interested applicants should send a cover letter, resume, statement of faith, and names with contact information for three references to ATTN: Student Success Center Director / 3200 College Avenue / Beaver Falls, PA 15010 or [ssc@geneva.edu](mailto:ssc@geneva.edu). Applications will be reviewed upon receipt.