



Graduate Assistant JOB POSTING

Position: Student Success Coach – Graduate Assistant
Department: Student Success Center
Reports to: Director, Student Success Center

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) Support athletic coaches in the monitoring of the academics of student-athletes who are on academic probation, academic warning, and/or who are identified as 'high-risk' academically.
- 2) Meet 1:1 with students to create individualized academic success plans and conduct follow-up 1:1 meetings to assist student in reaching these goals.
- 3) Assist the Director of SSC and coaches in the development and execution of academic assistance programs for students (ex: peer tutor, academic coaching, learning labs, study sessions, etc.).
- 4) Research, create, develop and execute the use of tools/strategies to aid student-athletes in achieving academically.
- 5) Connect with various coaches to discuss student-athlete academic progress.
- 6) Co-teach (with director) EDU 099: Foundations of Academic Success, a one-credit course required for all freshman admitted on academic probation

B. Student Retention Efforts:

- 1) Help collect and report retention and graduation rate data for students utilizing The Student Success Center's services
- 2) Develop and/or execute ongoing assessment procedures

C. Office Management/Administration:

- 1) Maintain written records documenting student meetings
- 2) Assess, rework and create various policies related to academic faithfulness and disability services
- 3) Foster development of the department's stated learning and programmatic outcomes
- 4) Attend required trainings and meetings
- 5) Meet weekly with the Director on an individual basis
- 6) Collaborate with Facilities Services and other Student Development offices when developing semester schedules and programs.
- 7) Assist Director with administrative tasks including: office coverage, answering phones, filing, database upkeep, general office communication, and other duties as needed
- 8) Lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment

- 9) Active participant in the Student Development Department
- 10) Attend all pertinent Student Development meetings and participate in committees
- 11) Complete all other duties assigned by the Director of Student Success Center and Dean of Student Development

Secondary Responsibilities: None identified

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

Minimum Qualifications:

A. Education/Certification:

1. Must have a Bachelor's degree, preferably in psychology, social work, education, human services, or counseling related field.
2. Acceptance into the Geneva College's Master of Arts in Higher Education Program

B. Experience: Internship or work experience that involves mentoring, counseling, and developing those under one's supervision.

C. Skill/Abilities:

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

D. 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 their 1) cover letter, 2) resume, and 3) statement of faith to the address indicated below:

ATTN: Tom Pyle (Student Success Center Director)
3200 College Avenue
Beaver Falls, PA 15010
tcpyle@geneva.edu
724.847.5005