



## **Graduate Assistant JOB POSTING**

<b>Position:</b>	<b>Graduate Assistant, Enriched Learning</b>
<b>Department:</b>	<b>Crossroads</b>
<b>Reports to:</b>	<b>Crossroads Program Coordinator</b>

**Summary of Responsibilities:** This position provides program support, organizational assistance, and leadership for off-campus study programming, Geneva's three Honors Programs, and the general work of Crossroads.

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

**A. Global Student Services**

- 1) Assist in planning and implementing the Global Student Orientation.
- 2) Assist in the transportation needs of global students, including but not limited to, airport pickups, banking appointments, social security appointments, etc.
- 3) Assist in the planning and implementation of global student social events.
- 4) Assist in the planning and implementation of enrichment workshops.
- 5) Assist in the drafting and maintenance of a calendar of events and student birthdays.
- 6) Assist in communicating with current students regarding events, opportunities or required information.
- 7) Manage social media presence and update webpages when needed.

**B. Study Abroad**

- 1) Assist in planning and implementing the annual Off-Campus Study Fair.
- 2) Assist in the planning and execution of promotional events, informational meetings, and pre-departure orientations.
- 3) Periodically send out support emails to students who are studying off-campus.
- 4) Assist in planning and implementing the annual Off-Campus Study Photo Contest.
- 5) Maintain social media presence for the Off-Campus Study Programs.
- 6) Maintain and update off-campus study files, promotional materials, and databases.

**C. Honors Programs**

- 1) Assist in mentoring and developing relationships with students in Geneva's Honors Programs.
- 2) Assist in the organization and implementation of regular programming options the Honors Programs – these events include the First-Year Fall Retreat and Spring Retreat, Honors Convocation, the Spring Soiree, and six cultural events each year.
- 3) Collaborate with the Director, admissions, and events offices on organizing and implementing the annual Honors Program Scholarship Competition.
- 4) Provide mentoring and leadership for the Honors Council which organizes community building events for the honors students throughout the year. Must have a mindset of mentoring and should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.

**D. Other**

- 1) Attend Crossroads staff meetings
- 2) Maintain office hours in the Crossroads office

**Secondary Responsibilities: (These are responsibilities that may be delegated in order to make reasonable accommodation for an employee)**

- A. Assist Director with administrative tasks including: office coverage, answering phones, database upkeep, office communication, and other duties as needed

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

**Qualifications - Minimum:**

**Education:** Must have a Bachelor's degree; must be enrolled in Geneva College's Master of Arts in Higher Education program.

**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 a cover letter, resume, statement of faith, and names with contact information for three references to ATTN: Crossroads / 3200 College Avenue / Beaver Falls, PA 15010 or [crossroads@geneva.edu](mailto:crossroads@geneva.edu). Applications will be reviewed upon receipt.