Position:	**Graduate Assistant, Computer Science and Cybersecurity, and Information Technology Services**
Department:	**Department of Computer Science and Cybersecurity Information Technology Services**
Reports to:	**Chair, Department of Computer Science and Cybersecurity**
	Director, Technology Services

Graduate Assistant
JOB POSTING

Summary of Responsibilities: Provide support to the Department of Computer Science and Cybersecurity and Information Technology Services. Provide configuration and maintenance in the security lab. Assist the department with classroom support for a variety of classes. Provide technical support to the Geneva community and work with ITS staff on hardware, software, and security projects.

Essential Responsibilities: (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)
    A.   Configure desktop computers to include Windows, and Linux OS.
    B.   Repair lab computers, when necessary.
    C.   Serve as an assistant to the professors in the classroom, as needed.
    D.   Assist students with technology during classes, as needed.
    E.   Maintain library of computer images and lab exercises.
    F.   Must have a mindset of mentoring when working with students. Should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.
    G.   Receive projects and carry out special assignments from the ITS management team. Track assignments and provide reports, as requested. Work with project managers to define tasks.
    H.   Maintain the Service Desk system for all requests assigned, and work to ensure the timely resolution of requests.

Secondary Responsibilities: (These are responsibilities that may be delegated in order to make reasonable accommodation for an employee)
    A.   Assist department with administrative tasks including: office coverage, and other duties as needed

Performance Development Areas will include: 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 Science in Cybersecurity 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: Dr. Gordon Richards / Department of Computer Science and Cybersecurity / 3200 College Avenue / Beaver Falls, PA 15010 or grichards@geneva.edu.   Applications will be reviewed upon receipt.