Graduate Assistant

JOB POSTING

Summary of Responsibilities: Focus primarily on serving the student body by promoting career and professional development. Help students explore, be equipped and follow in their vocational calling and life pursuits.

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

A. Career & Professional Guidance
   1) Provide coaching for students interested in understanding their major & vocation
   2) Conduct meetings with students seeking internships and jobs to discuss best practices and strategies
   3) Assist students pursuing graduate school (grad school search, resources, and essay assistance)
   4) Evaluate resumes and cover letters
   5) Research best practices for career service centers within the CCCU & national schools (NACE)
   6) Complete special projects related to career development

B. Programming
   1) Promote Career Development through events and initiatives on and off campus
   2) Attend events, as appropriate

C. Office Management/Administration
   1) Work an average of 20 hours/week
   2) Attend required trainings and team meetings
   3) Meet regularly with the Director for professional development
   4) Assist in recruiting, hiring, and training for student positions
   5) Collaborate with various campus offices when developing semester schedules and programs
   6) Assist with administrative tasks including office coverage, answering phones, filing, database upkeep, general office communication, and other duties as needed

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 at least one committee per year
B. Complete all other duties assigned

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

Qualifications:

A) Minimum:
   1. Education/Certification: Must have a Bachelor’s degree; must be enrolled in Geneva College’s Master of Arts in Higher Education program.
   2. Experience: Leadership or mentoring experience
   3. Skill/Abilities:
      (1) Organizational and time management skills
      (2) Ability to promote ideas and involvement opportunities
      (3) Self-motivated and can work independently
      (4) Ability to relate and work professionally with a diverse student population

Geneva College does not discriminate against applicants on the basis of race, color, gender, handicap, or national or ethnic origin in the selection of employees.
4. 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.

B) Preferred:
1. Experience: Previous experience helping, counseling, or advising students; planning & implementing programs
2. Skill/Abilities: Adobe Photoshop, Pages, and/or Publisher, marketing

Application Process: Interested applicants should send a cover letter, resume, statement of faith, and names with contact information of three references to Geneva College, ATTN: Joy Doyle 3200 College Avenue, Beaver Falls, PA 15010; OR jedoyle@geneva.edu. Applications will be reviewed upon receipt.