**Graduate Assistant**

**JOB POSTING**

**Summary of Responsibilities:** Focus primarily on service learning trip opportunities and global engagement initiatives organized by the Center for Student Engagement. This person will work with the department’s team to ensure that high-quality and engaging programs are being offered.

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

A. Quest Trips
   1) Collaborate with the Coordinator for Student Engagement to plan and execute service learning Quest trips open to any student on campus during fall break, spring break, and May term
   2) Recruit, train, and collaborate with Quest trip Advisors
   3) Plan training for advisors and student leaders connected to Quest Trips
   4) Coordinate efforts for advertising, recruitment, application, and selection of Quest trips

B. Supervise Quest Trip Student Leaders
   1) Work with Quest Trip Student Leaders to plan and execute Quest Trips
   2) Meet regularly with the Quest Trip Student Leaders to provide guidance, support and ongoing training

C. Global Engagement Initiatives
   1) Coordinate Global Engagement initiatives and programs including Justice Week
   2) Act as a liaison between the Center for Student Engagement and the Crossroads Office

D. Office Management/Administration
   1) Work an average of 20 hours/week
   2) Attend required trainings and meetings
   3) Meet weekly with the Coordinator on an individual basis
   4) Assist in recruiting, hiring, and training for student leadership positions
   5) Collaborate with various campus offices when developing semester schedules and programs
   6) Help with CSE office events as available
   7) 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 committees
B. Complete all other duties assigned

**Performance Development Areas will include:** Communication, 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:
   3. Skill/Abilities:
      (1) Organizational and time management skills
(2) Ability to promote ideas and involvement opportunities
(3) Self motivated and work independently
(4) Ability to relate and work professionally with a diverse student population

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 mentoring others in their faith, community service and missions.
   2. Skill/Abilities:

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: Center for Student Engagement 3200 College Avenue, Beaver Falls, PA 15010; OR cse@geneva.edu. Applications will be reviewed upon receipt.

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.