Graduate Assistant

JOB POSTING

Summary of Responsibilities: The GA of Diversity & Inclusion will build relationships with students on campus; provide support and mentoring to students, as well as assisting the Center for Student Engagement with educating students on diversity issues.

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

A. Support Minority Students on Campus
   1) Mentor students of color on campus.
   2) Provide support to the Multicultural Student clubs and organizations.

B. Provide Office Support to the Coordinator for Diversity & Inclusion
   1) Greet office visitors and prospective students.
   2) Assist in annual office assessments.
   3) Attend monthly Student Development staff meetings
   4) Help students develop an academic plan for success
   5) Assist in mentoring students and helping students adjust to Geneva College
   6) Assist in educating students and campus community in becoming more culturally intelligent and sensitive.

C. Campus Programming
   1) Help to plan and implement various cultural programs including, but not limited to:
      (a) Dr. Martin Luther King Jr. Day, Black History Month, Hispanic Heritage Month, Women’s History Month, etc.

D. Supervision
   1) Supervise student volunteers to include training, planning, assigning and directing work, coaching, addressing complaints and resolving problems/conflict.
   2) Must have a mindset of mentoring employees under supervision. Should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.

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

A. Attend conferences, serve on judicial committees, assist in campus retention efforts, update Diversity & Inclusion website content, plan off-campus cultural excursions

Performance Development Areas will include: Communication, Job/Technical Knowledge, Teamwork/Cooperation, Initiative/Interest/Motivation, Adaptability/Flexibility, Stewardship and Safety. Candidate should also be able to take initiative of tasks and manage certain responsibilities with minimal supervision.

Qualifications - Minimum:
Education: Bachelors Degree

Christian Commitment: eligible candidates must be a thoughtful and articulate Christian and an active member of a Christian 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
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.

**Application Process:** Interested applicants should send a cover letter, resume, statement of faith, and names with contact information of three references to ATTN: Center for Student Engagement, 3200 College Avenue, Beaver Falls, PA 15010 or at cse@geneva.edu. Applications will be reviewed upon receipt.