Graduate Assistant

JOB POSTING

Summary of Responsibilities: Focus primarily on serving the college’s commuter population by supporting and providing connections for these students. Ensure that students are receiving regular communication about Geneva College and the programs and services that are available. Work as an intermediary for commuter students, providing necessary and consistent follow-up with students to aid in their success. Develop and execute commuter student programming. Partner with the Student Activities team to provide programming for the student body with a particular emphasis on commuter students. Work with a segment of the Student Activities Leadership Team to develop daytime activities for the student body.

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

A. Facilitate the Commuter Life program
   1) Serve as an advocate for commuter needs.
   2) Develop and execute programs for commuter students.
   3) Consistently coordinate with necessary offices to support students in need (including but not limited to: Student Success Center, Counseling Services, Financial Aid, Registrar).
   4) Facilitate ongoing communication channels for commuter students.
   5) Coordinate communication with commuter students that require follow-up in regards to: semester low grade reports, College Student Inventory results, and course registration.
   6) Mentor commuter students as needed/requested.
   7) Maintain office hours in the Dean’s Office.

B. Student Activities
   1) Co-lead the Student Activities Leadership Team.
   2) Plan and implement daytime programming efforts.
   3) Be “on” one weekend a month to help with Student Activities weekend programming.
   4) Attend Center for Student Engagement staff meetings and other relevant trainings.
   5) Maintain office hours in the Center for Student Engagement.

C. Office Management/Administration
   1) Attend required trainings and meetings.
   2) Meet bi-weekly with supervisors on an individual basis.
   3) Collaborate with Facilities Services and other Student Development offices when developing semester schedules and programs.
   4) Assist supervisor’s 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 by the Dean’s Office and Director of the Center for Student Engagement.

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: Planning and implementing student events
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.

Application Process: Interested applicants should send a cover letter, resume, statement of faith, and names with contact information of three references to Randon Willard 3200 College Avenue, Beaver Falls, PA 15010 (email: rtwillar@geneva.edu). Applications will be reviewed upon receipt.