Graduate Assistant

JOB POSTING

Summary of Responsibilities: The Graduate Assistant Resident Director (GA RD) is an active member of the Student Development department and someone that serves as a protector and promoter of the learning community that exists in the Residence Halls. The GA RD supervises and mentors the building team leaders, provides programming for the hall, develops relationships with residents, oversees the functioning of the Residence Hall, and assists with functions related to Residence Life. The GA RD is also a graduate student in the Master of Arts in Higher Education program at Geneva College.

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

A. Teamwork and Collaboration
   1) Committed to serving as a team player within the department, Student development and Geneva College.
   2) Serves as a liaison with Health Services, the Counseling Center, Physical Plant, Food Services, Security, and the Business Office.
   3) Promotes good communication and relationships with students, Student Development personnel, administration, faculty and the community.
   4) Maintains consistent, weekly contact with the housekeeper assigned to their building.
   5) Serves on appropriate Student Development committees as needed.

B. Uncompromisingly Safe and Maintained Facilities
   1) Works closely with RA’s, Building Team Leaders, and Physical Plant in maintaining the Residence Halls.
   2) Manages the overall operation of the residence facility, keeping it comfortable, safe and sanitary.
   3) Expresses concern about the security and safety of the residence and its occupants and reports all security concerns to the appropriate people.
   4) Opens and closes the Residence Hall before and after each college break.
   5) Plans and implements duty schedules for RA’s.
   6) Administers room sign-up for their individual Residence Hall and assists with the overall campus process.
   7) Walks through their assigned Residence Hall every day to be aware of the general condition of the Hall.

C. Loving Redemptive Discipline
   1) Enforces all College policies, rules and regulations governing Residence Halls and houses.
   2) Assists RA staff with individual counseling and roommate conflict mediation.
   3) Consults on disciplinary problems in the Residence Hall, as well as holds discussions with students referred by RA’s concerning inappropriate behavior.
   4) Hears and adjudicates in hall disciplinary cases for the Student Development Office for everything up to and including first time alcohol offenses.

D. Involvement Over Programming:
   1) Works closely with RA’s and Building Team Leaders in planning activities.
   2) Oversees class-based and other area programming for assigned residential area.
   3) Counsels and advises students about personal, spiritual, academic or social issues.
   4) Coordinates and assists the RA’s with Residence Hall social, educational, spiritual, and cultural programming.
   5) Provides RA staff and students assistants in the development of community in the Residence Hall.
   6) Coordinates with the Residential Area Coordinator to plan and implement programs and events based on student’s class and needs.

E. Purposeful Hiring and Training:
   1) Takes leadership in the selection, training, and evaluation of the Residence Life Staff.
2) Assumes responsibility for organizing the Resident Assistants (RA’s) in the Residence Hall.
   (a) Orienting them to their responsibilities.
   (b) Conducting training sessions and weekly staff meetings.
3) Evaluates the individual RA as well as the overall Residence Life Program.
4) Supervise student employees to include interviewing, hiring, training, planning, assigning and directing work, coaching, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.
5) 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.
6) Participates in campus Residence Life staff orientation. Implements in-service training sessions as requested.

F. Administrative
1) Takes administrative responsibility for all tasks assigned by the Director of Residence Life.
2) Maintains regular contact with the RA’s to check on their progress.
3) Attends weekly meetings with the Director of Residence Life and/or the Student Development Office.
4) Plans to be on campus during any period in which there are no classes, but during which the Residence Halls are open.
5) Shares rotating on duty responsibilities with other Residence Life Staff.

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

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 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 Neil Best (nabest@geneva.edu) 3200 College Avenue, Beaver Falls, PA 15010. Applications will be reviewed upon receipt.