Graduate Assistant

Job Description

Summary of Responsibilities: Focus primarily on the student leadership development initiatives organized by the Center for Student Engagement. Focus on developing and facilitating high-quality and engaging programs and trainings that help students discover and develop their gifts, strengths, and abilities.

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

A. Student Leadership Development
   1) Facilitate the Leadership Certificate Program.
   2) Coordinate the BETA program (Geneva’s leadership development initiative for first-year students).
   3) Plan and facilitate training events for CSE student leaders (fall and spring retreats, plus once a month trainings)
   4) Co-facilitate regular leadership development opportunities for campus club officers.
   5) Coordinate regular communication with CSE student leaders.
   6) Coordinate opportunities for students to attend various external leadership events and conferences (Jubilee Conference, Leadership Together, Serving Leaders, etc.)
   7) Promote, support, and engage the student leadership development process at Geneva College.

B. Mentoring Project
   1) Coordinate the mentoring program
   2) Assign mentoring groups and keep communication with the mentors/mentees

C. Office Management/Administration
   1) Attend required trainings and meetings.
   2) Meet bi-weekly with the Coordinator Director on an individual basis.
   3) Assist in recruiting, hiring, and training for student leadership positions.
   4) Collaborate with various campus offices when developing semester schedules and programs.
   5) Adhere to Geneva policies & expectations
   6) Assist CSE office 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 by the Director of Student Leadership Development.

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: Student leadership experience
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.