GENEVA COLLEGE

JOB DESCRIPTION TITLE: Graduate Assistant, Cybersecurity & IT Services
DEPARTMENT: Department of Computer Science and Cybersecurity & Information Technology Services

Responsible to: Dual report – Chair, Department of Computer Science and Cybersecurity; Director, Technology Services
Organizational Classification: Graduate Assistant
FLSA Classification: Non-exempt

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

I) **Summary of Responsibilities**: The Graduate Assistant, Cybersecurity & IT Services provides support to the Department of Computer Science and Cybersecurity, and Information Technology Services. This position also provides configuration and maintenance in the security lab, and assists the department with classroom support for a variety of classes. Through IT Services, this position provides technical support to the Geneva community and works with the ITS staff on hardware, software, and security projects. This position has a dual report to the Chair of the Department of Computer Science and Cybersecurity, and the Director of Technology Services.

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

A. **Classroom/Lab Assistant**
   1. Serve as an assistant to the professors in the classroom, as needed.
   2. Assist students with technology during classes, as needed.
   3. Maintain library of computer images and lab exercises.

B. **ITS Services**
   1. Configure desktop computers to include Windows, and Linux OS.
   2. Repair lab computers, when necessary.
   3. Receive projects and carry out special assignments from the ITS management team.
   4. Track assignments and provide reports, as requested.
   5. Work with project managers to define tasks.
   6. Maintain the Service Desk system for all requests assigned, and work to ensure the timely resolution of requests.

C. **Administrative Responsibilities**
   1. Must have a mindset of mentoring when working with students.
   2. Should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.
   3. Assist each department with administrative tasks including, but not limited to: office coverage, answering phones, database upkeep, office communication, and other duties as needed.

D. **Performance Development Areas**
   1. Communication in verbal and written form.
   2. Technical knowledge related to fundamentals of the discipline.
   3. Teamwork, collaboration, and cooperation.
   4. Display initiative, interest, and motivation.
   5. Show adaptability and flexibility.
   6. Display good judgement in stewardship of resources and safety management.

E. Other Duties as Assigned

III) Exhibits behavior that is consistent with and supportive of Geneva's mission, vision, and core values:
  A. **Geneva Mission Statement:** Geneva College is a Christ-centered academic community that provides a comprehensive education to equip students for faithful and fruitful service to God and neighbor.
  B. **Vision Statement:** Geneva College will inspire students to integrate faith in Christ into all aspects of life in the real world, and to serve faithfully within their callings for Christ and Country.
  C. **Core Values:**
    1) Serve with grace.
    2) Pursue Godly wisdom.
    3) Foster academic strength.
    4) Engage culture faithfully.
    5) Inspire vibrant hospitality.
    6) Honor one another.

IV) Job Requirements – Administrative:
  A. **General:** Individuals must possess the knowledge, skills, and abilities listed or are able to explain and demonstrate that they can perform the essential responsibilities of the job, with or without reasonable accommodations to safely perform the essential responsibilities of the job.
  B. **Physical:** Must be able to perform the following: talking, hearing, and seeing. Must have sufficient manual dexterity to be able to demonstrate appropriate skills and operate all office equipment including, but not limited to: computers, copy machines, and telecommunications devices.
  C. **Confidentiality**: Individuals must recognize that management of data, including personal information, grades, budgets, programs, and policies is necessary to the operation of the College. Such information must be kept private and confidential for the protection of the College and to obey Federal and/or State laws. Should there be doubt as to whether a certain matter is to be protected, it should be discussed with your supervisor before making a disclosure.
  D. **Mental**: Must be able to reason, analyze, prioritize, conceptualize, make judgments, and solve problems.

V) Qualifications:
  A. **Minimum:**
    1. Must be accepted into and/or enrolled in Geneva's Master of Science in Cybersecurity program.
    2. Education/Certification: Bachelor's Degree
    3. Experience: 1-2 years of undergraduate student experience related to computer science or cybersecurity areas.
    4. Skill/Abilities:
        a) Articulate your personal relationship with Jesus Christ.
        b) High level of professionalism and attention to detail.
        c) Have strong verbal and written communication skills, including communication such as email, text, etc.
        d) Maintain complete and accurate files and records on prospects.
        e) Operate a PC, proficient in Microsoft Office products including Outlook.
        f) Ability to work independently in a fast-paced environment requiring critical thinking, multitasking, and organization skills.

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g) Have a valid driver's license and insurable status with a willingness to travel off campus.
5. Must be able to work nights and weekends.
6. Christian Commitment: Eligible candidates must be a thoughtful and articulate Christian and an active member of a Protestant evangelical Christian 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.

Compensation Details: The Graduate Assistant position is a 10-month appointment beginning in August and ending in May, with the option for renewal, and includes a tuition discount and stipend. Graduate assistants must maintain at least six (6) hours of graduate-level credit per semester to be eligible.

EOE Statement: Geneva College does not discriminate in hiring or in terms and conditions of employment based on an individual's race, color, sex, age, disability, or national origin. As a Christian college rooted in the evangelical and Reformed tradition and governed by the Reformed Presbyterian Church of North America, compliance with Geneva's Christian views is considered a bona fide occupational qualification under Sections 702 & 703 of Title VII of the 1964 Civil Rights Act as amended and will have a direct impact on employment consideration.

Application Process: Interested applicants should send a cover letter, resume, statement of faith, and names with contact information for three references to Judy Willson, Director of Graduate and Online Admissions via email (judy.willson@geneva.edu) or submit their application packet electronically through their academic admissions portal. Applicants must start an application for their master's program before applying for a graduate assistant position. Go to Geneva.edu (https://apply.geneva.edu/portal/applynow/grad_apply) to begin a master's degree application.