



JOB DESCRIPTION TITLE: Graduate Assistant, Higher Education

DEPARTMENT: Department of M.A. in Higher Education (MAHE)

Responsible to: Director and Assistant Director of the M.A. in Higher Education program

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, MAHE will provide support to the faculty and staff of the Master of Arts in Higher Education program and the Closing the Gap program. The position will assist with general department functioning, teaching assistance, specific department events, and other assigned duties related to programming, research, etc. The person in this position must have interest in the teaching/learning process of students, be comfortable with maintaining multiple, consistent working relationships in and out of the office, and have a professional disposition toward collaboration across campus. This position reports to the Director and Assistant Director of the M.A. in Higher Education program.
- II) Essential Responsibilities:** (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)
- A. MAHE Assistant**
1. Assist in departmental programmatic events including, but not limited to, orientation, graduate student activities, Christmas party, graduation events, etc.
 2. Assist in coordination of conferences, Summer and Winter Institutes, and other academic events.
 3. Provide research support for MAHE faculty projects.
 4. Manage departmental research for capstones, course materials, etc.
 5. Assist with recruiting efforts in conjunction with the Director, the Assistant Director, and Graduate Admissions staff.
 6. Utilize appropriate social media accounts for recruitment efforts and alumni networking in conjunction with the Marketing and Communications staff.
 7. Maintain and update alumni records.
- B. Closing the Gap Assistant**
1. Aid in the administration and execution of the Closing the Gap program, a college transition class for high school students.
 2. Recruit and supervise upperclassmen to assist with Closing the Gap program.
 3. Mentor Closing the Gap students.
- C. Administrative Responsibilities**
1. Establish regular office hours in the MAHE Office.
 2. Aid in the smooth functioning of the department.
 3. Must have a mindset of mentoring when working with students under supervision.
 4. Should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient and relational work environment.
 5. Assist the MAHE faculty and staff with administrative tasks including, but not limited to, office coverage, answering phones, database upkeep, office communication, and other duties as needed.



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D. Performance Development Areas

1. Excellence in communication in verbal and written form.
2. Dependability, integrity and commitment to the overall good of the department.
3. Technical knowledge related to fundamentals of higher education as a field of study.
4. Teamwork, collaboration, and cooperation.
5. Display initiative, interest, and motivation.
6. Show adaptability, flexibility, and humility.
7. Display good judgement in stewardship of resources and safety management.
8. Complete job responsibilities in a safe and timely manner.
9. Exhibit compassion, kindness, and joy.
10. Willingness to receive and incorporate feedback from supervisors with a view toward personal and professional growth.

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.



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V) Qualifications:

A. Minimum:

1. Must be accepted into and/or enrolled in Geneva's Master of Arts in Higher Education program.
2. Education/Certification: Bachelor's Degree
3. Experience: 1-2 years of office or administrative experience preferable.
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 an environment requiring critical thinking, multitasking, and organization skills.
 - 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 during special events.
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 and maintain good academic standing as a graduate student in the MAHE program throughout their appointment within the department.

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.