



OFFICE of GRADUATE & ONLINE ADMISSIONS

JOB DESCRIPTION TITLE: Graduate Assistant, Campus Ministry
DEPARTMENT: Student Development-Office of Campus Ministry

Responsible to: Director of Campus Ministry
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, Campus Ministry assists with the everyday functionality of the office including the tasks of: organizing, scheduling, executing, and planning events for our FCA (Fellowship of Christian Athletes), Upper Room, and Delight ministries, collecting valuable data on church membership, discipleship opportunities, and Bible studies available across campus, assisting in leadership team planning, including retreats and regular meeting times, partnering with other departments to provide holistic opportunities for students to grow in their faith, the planning of a drive-in workshop provided for members of the local church community, along with other duties as assigned. This person must be of high energy and able to ensure a welcoming and hospitable experience for all students. This person must be highly organized and task-driven, who also is able to connect and relate to students in their highest and lowest of moments. This person also must be self-motivated and can balance different tasks at one time. This position reports to the Director of Campus Ministry.

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

A. Outreach and Events

1. Collaborate with Student Development staff to coordinate events, including but not limited to:
 - (1) Small Groups
 - (2) Spiritual Formation opportunities
 - (3) Student leader trainings
2. Assist with marketing and communication of events
3. Build and maintain inter-office communication and relationships for crossover events with other campus offices as well as making connections with the local church communities.
4. Assist in the execution of events through the planning and implementation process

B. Administrative

1. Maintain inventory of ministry supplies and related materials
2. Maintain student information and organize it in a strategic manner
3. Schedule student leader meetings, reserve meeting rooms, and coordinate with student leaders on the tasks needing accomplished for events
4. Performs other duties as assigned

C. Student Engagement

1. Assist Director of Campus Ministry in forming significant relationships with students including the role of invitation and follow-up.
2. Utilize time to be present for students in their times of availability, whether it be at sporting events or our weekly fellowships on Tuesday and Thursday evenings.
3. Maintain clear communication with students on opportunities to be involved in the work of the office.
4. Provide support and care for students as directed by supervisor.



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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 operate all office equipment including, but not limited to: computers, fax machines, copy machines, modems, and telephones.
- 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 Arts in Higher Education program.
 - 2. Education/Certification: Bachelor's Degree
 - 3. Skill/Abilities:
 - a) Articulate your personal relationship with Jesus Christ.
 - b) High level of professionalism and attention to detail.
 - c) Positive attitude and strong communication (written and oral) skills.
 - d) Able to communicate effectively using electronic forms of communication such as email, text, etc.
 - e) Maintain complete and accurate files and records on prospects.
 - f) Operate a PC, proficient in Microsoft Office products including Outlook.
 - g) Relate easily to college students and professionals seeking career development opportunities.
 - 4. 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



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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. Education/Certification: Bachelor's Degree
2. Experience: 3-4 Years; college or young adult ministry experience preferred.
3. Skill/Abilities:
 - a) Familiarity with Microsoft Office, and Google Drive
 - b) Experienced in planning, organizing, and managing in-person events, which strong skill in organization and task management.

Compensation Details: The Graduate Assistant position is a 10-month assignment with the opportunity to renew for a second academic year and includes a tuition discount and stipend. Graduate assistants must maintain at least 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 PDF packet of 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 the Graduate Assistantship application portal (https://apply.geneva.edu/portal/grad_assistantships).

Applicants must start an application for their master's program before applying for a graduate assistant position or be currently enrolled in the Master of Arts in Higher Education program. Go to Geneva.edu (https://apply.geneva.edu/portal/applynow/grad_apply) to begin a master's degree application.