



JOB DESCRIPTION TITLE: Graduate Assistant, Library Services

DEPARTMENT: McCartney Library

Responsible to: Director of the Library and Manager of Library Circulation Services

Organizational Classification: Graduate Assistant

FLSA Classification: Non-exempt

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*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, Library Services will provide support to the McCartney Library staff in the development, management, and supervision of the library including planning, promoting, scheduling, and evaluating programs; providing leadership and supervising for student workers; building and maintaining relationships with student workers and campus departments; providing support for students, faculty, and community members. This position reports to the Director of the Library and the Manager of Library Circulation 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. Library Services**
1. Maintaining the safety and security of the building, including closing the building.
  2. Developing programming to increase community engagement.
  3. Working with other Geneva programs, departments, and leaders to better utilize library spaces.
  4. Supervise undergraduate student library workers.
  5. Assisting with library displays.
  6. Increase library's social media presence.
- B. Administrative Responsibilities**
1. Must have a mindset of mentoring when working with students under supervision.
  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 the library staff with administrative tasks including, but not limited to office coverage, answering phones, database upkeep, office communication, and other duties as needed.
- C. 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.
- D. 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.



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**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 Arts in Higher Education program.
2. Education/Certification: Bachelor's Degree
3. Experience: 1-2 years of undergraduate student experience related to library services.
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.
  - 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



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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.

**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 PDF packet of 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](mailto:judy.willson@geneva.edu)) or submit their application packet electronically through the Graduate Assistantship application portal ([https://apply.geneva.edu/portal/grad\\_assistantships](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](https://apply.geneva.edu/portal/applynow/grad_apply)) to begin a master's degree application.