



**MESSIAH  
COLLEGE**

OFFICE OF HUMAN RESOURCES

Date Approved: 8/11

Revised:

Exempt

Band:

Job Family: Provost

Position Title: Graduate Assistant, Experiential Learning & Off-Campus Study

Position #: []

Department: Intercultural Office

Reports To: Director of International Programs in conjunction with Dir. of Career Dev.

Supervises:

Position Summary: The graduate assistant will perform duties related to the College's new Experiential Learning Requirement, specifically as it relates to off-campus study. This is a two year, 20 hours/week, appointment not to exceed 800 hours/year. Commitment runs from August 4<sup>th</sup> – June 6<sup>th</sup> each of the two years.

Education Required: Bachelor's degree, pursuing graduate degree in Higher Education Administration; current enrollment in Master of Arts in Higher Education Program at Messiah College.

Experience Required: Engagement with college students in a higher education context.

Skills, Characteristics Required for Position:

- Appreciation for the integration of experiential learning within higher education – how it impacts students' learning and prepares them for post-graduate transition
- Excellent interpersonal skills
- Advanced written and verbal communication skills
- Ability to work effectively with a diverse constituency: students, faculty, student affairs educators, and other college administrators
- Eagerness to take initiative and work independently, as well as part of a team
- Strong organizational and planning skills that reflect timeliness, the ability to prioritize projects and intentional follow up
- Proficiency with technology (experience with ePortfolios preferred)

Special Working Conditions: Occasional weekend and evening work as priorities demand.

Primary Duties	
1.	Establish working knowledge and commitment to departmental mission, learning objectives, and programs related to off-campus study.
2.	Participate in training which includes understanding of context for ELR within the College's strategic plan as well as ePortfolio development.
3.	Advise students who are considering off-campus study as their ELR.
4.	Provide support to the Director of International Programs in the development of goals and parameters for the off-campus study ELR.
5.	Attend and contribute to advisory committee meetings for off-campus study ELR.
6.	Assist with reviewing and providing feedback on students' ePortfolios.
7.	Design and implement assessment measures in light of the College's strategic plan and the individual department's goals.
8.	Provide data summaries and/or individual student information. Track and report student progress. Ensure requirement shows up on students' transcripts.
9.	Participate in professional development opportunities associated with experiential learning and off-

	campus study, as recommended by the supervisor.
10.	Maintain consistent and reliable attendance.

Secondary Duties	
1.	Special projects related to departmental objectives.
2.	Other duties as assigned.