Graduate Assistant (GA) for Counseling and Christian Formation

The graduate assistantship for counseling and Christian Formation is open to graduate counseling students at John Brown University. The GA serves as an integral member of two units of the university: the Graduate Counseling Department and the Office of Christian Formation (OCF). Within the Graduate Counseling Department, the GA supports the operations of the CARE Clinic in Northwest Arkansas, reporting to the executive director of the CARE Clinics. As a member of the Office of Christian Formation, the GA directs Graduate Christian Fellowship and serves the pastoral needs of graduate students in all programs.

CARE Clinic Responsibilities

- Assist with scheduling client appointments at Rogers Center
- Collect all client payments in NW Arkansas sites (Cross Church, Rogers Center, Samaritan House & Lifesource) by the end of the work week and make deposits
- Assist other GA’s with developing seminar and workshop flyer publications materials for CARE Clinic
- Completion and distribution of the CEU certificates for all CARE Clinic workshops
- Interface with the clients and services being provided at the CARE Clinics in NW Arkansas (customer service)
- Provide support to the Ex. Director regarding miscellaneous duties as assigned
- Participate in all Graduate Counseling Department meetings (monthly) and contribute as a team member to the mission and vision of the department

Supervisor: Executive Director of the CARE Clinics

OCF Responsibilities

- Represent the needs of graduate students to the Office of Christian Formation
- Serve as a “pastoral presence” at the Rogers Center or on the Siloam Springs campus approximately 3 evenings per week.
- Organize or conduct fellowship events, Bible study, or chapel services for graduate students, primarily in Northwest Arkansas
- Maintain regular electronic communication with graduate students (emails, e-newsletters, etc.)

Supervisor: Director of Christian Formation

Compensation and Schedule

The Graduate Assistantship includes tuition for up to 18 graduate credits per year plus compensation for 20 hours per week. During the fall and spring semesters (August through May) the assistantship is divided equally between the two offices (approximately 10 hours per week per office). Summer responsibilities are exclusively related to the CARE Clinic for 20 hours per week.

John Brown University is an independent, interdenominational, evangelical institution founded in 1919. Its basic task is to provide Christ-centered higher education which contributes dynamically to the intellectual, spiritual, and occupational effectiveness of men and women in God-honoring living and service.
Due to the Christ-centered mission of the University and the degree to which this mission permeates all of the activities of campus life, and due to the function which employees at every level fulfill in role modeling and educating students in how to live the Christian life, it is necessary that all employees subscribe to all points in the University's Articles of Faith, evidence an active Christian faith in their personal example and work related responsibilities, and regularly pray for JBU, its faculty, students, and the fulfillment of its God given mission.

Applicants are considered for available positions without regard to color, sex, race, national origin, veteran status or disability.

Completed applications should be returned to:

Office of Christian Formation
Attn. Tracy Balzer
John Brown University
2000 West University Street
Siloam Springs, AR 72761
tbalzer@jbu.edu
APPLICATION
Graduate Assistant (GA) for Counseling and Christian Formation

Name: ______________________________________________________________  Date: ______________

Address:_______________________________________________ Phone: Home: ______________

City: ___________________________ State: ____ Zip: ______________

Email Address: ________________________________________________

Instructions: Please complete all items to the best of your ability. When an item does not apply to you, put NA in the appropriate space. Additional sheets may be used if necessary. The information you provide will be made available only to those involved in the selection process.

Education (List most recent educational experience first.)

1. Institution: ______________ Course of study: ____________________ Degree Received: Yes___ No ___
2. Institution: ______________ Course of study: ____________________ Degree Received: Yes___ No ___

High school:
Academic Honors (Honor Societies, Awards, Fellowships, etc.):

Are you legally qualified to work in the United States? Yes___ No ___

Experience (List most recent position first)

Employer: ________________________ Telephone: __________________________

Address: __________________________ Dates of Employment: 

Name of Supervisor: ______________ Job Title: ______________

Reason for Leaving:

Employer: ________________________ Telephone: __________________________

Address: __________________________ Dates of Employment: 

Name of Supervisor: ______________ Job Title: ______________

Reason for Leaving:
Employer: __________________________ Telephone: _______________________

Address: __________________________ Dates of Employment: _______________________

Name of Supervisor: __________________________ Job Title: _______________________

Reason for Leaving: __________________________

*We may contact the employers listed above unless you indicate those you do not want us to contact.*

Do not contact employer(s): __________________________ Reason: _______________________

**Have you ever been discharged from any employment?** Yes___ No ___
If so, please explain why: __________________________

Why would you like to serve at John Brown University? __________________________

What church do you currently attend?
**Do you attend regularly?** Yes___ No ___
Please give pastor's name and telephone: __________________________

Please compose a statement regarding your conversion to and faith in Jesus Christ.

Please comment on the relationship between your work and your Christian beliefs.

In what church, civic, or community activities are you currently engaged?
Do you use tobacco? Yes__ No __
Alcohol? Yes__ No __

Most universities regard their reputation for truth as their most important stock in trade. As a Christ honoring university, JBU regards its reputation as paramount. With that in mind, is there any incident in your public or private life which if made public could create embarrassment or in any way reflect adversely on the University?
Explain:

Have you ever been convicted of a crime (felony)? Yes__ No __

If Yes, explain what occurred including where, when, the charge, and the sentence.

Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merits with respect to time, circumstances and seriousness, in relation to the job for which you are applying.

References: We will use your references from your Graduate Counseling GA Application however please feel free to attach any additional ministry references.

Employment Objectives
I. The Scriptures establish the basic values that should guide the development of Christian character and govern Christian behavior. These include:
A. Making Christ preeminent in our lives.
B. Loving God with all our being and our neighbor as ourselves.
C. Seeking after righteousness and practicing justice in our dealings with one another.
D. Exercising our freedom responsibly within the framework of God's moral law, with loving regard for the sensitivities and weaknesses of others.
E. Seeking the forgiveness of God and others for our shortcomings.
F. Seeking the help of the Holy Spirit as we help others.
G. Seeking God's will through prayer and study of the Scripture.

II. In keeping with the spirit of the basic Christian values stated above and with employment objectives, employees are expected to:
A. Attend some of the spiritual life services on campus as work duties permit.
B. Be supportive of the faculty's efforts in teaching the integration of faith, learning, and living inside and outside of the classroom.
C. Encourage and support spiritual growth in students.
D. Perform satisfactorily assigned duties and respond appropriately to directives from supervisors.
E. Participate actively in the program of a local church.
F. Support biblical ethics and morality by personal lifestyle.
G. Show concern for physical health and personal testimony by supporting publicly and in relationship with students the college policy of vigorously discouraging the use of tobacco products and alcoholic beverages (except for culinary, medicinal, or sacramental purposes).
Articles of Faith
As a Christian institution, John Brown University holds to the interdenominational doctrinal position identified by the following statements:

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely necessary.
5. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

PLEASE READ AND SIGN
The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I authorize John Brown University to inquire about my work and personal history and to verify all data given in this application for employment, related papers, and my oral interviews. I authorize and consent to the release and giving of any information requested by John Brown University, such as employment records, performance reviews, disciplinary records, educational records, records of criminal convictions, if any, and personal references. I release and hold harmless any person, organization, government jurisdiction, or company from liability or damage that may result from furnishing the information requested. I further waive my right to personal access to any references given to John Brown University.

I have read, understood, and fully subscribe to and support the above stated Employment Objectives and Articles of Faith. Furthermore, I understand that because of the centrality of the University's religious purposes and Christ-centered mission that my continuing employment with the University is subject to and contingent upon my annually reaffirming and resubscribing to these Employment Objectives and the Articles of Faith.

If the University employs me, I acknowledge that such employment is at will, entered into voluntarily, and I am free to resign at any time, for any or no reason, with or without notice. Similarly, I acknowledge that the university is free to conclude the employment relationship at any time, for any or no reason, with or without notice.

Date: ___________ 
Signature of Applicant: ______________________________