CAMPUS RECREATION DEPARTMENT
Graduate Assistant for Outdoor Recreation

Requirements
• Work with Assistant Director in all aspects of the Outdoor Recreation program including trips, clinics, events, Climbing Wall, Challenge Course, and Pathways (the outdoor orientation program for incoming first-year students).
• Recruit, interview, hire, develop leadership skills, and schedule staff for trips, programs, and walls shifts throughout the semester.
• Monitor trip sign-ups and assist trip leaders in additional trip advertising as needed.
• Monitor and assist the trip leaders during trip planning and pre-trip meetings as needed.
• Manage information dissemination to trip leaders and participants through pre-trip emails and maintaining regular contact with trip leaders.
• Prepare trips for departure and manage return while being available via phone to assist with incident management during a trip.
• Monitor trip leaders making sure all paper work is complete and filed including: trip itineraries, trip evaluations, facilitator feedback forms, participant evaluations, and equipment checkout/return.
• Conduct an ongoing evaluation of all aspects of the program (prior to, during, and after each trip).
• Assist professional staff with all aspects of public relations and marketing.
• Attend and contribute to staff and Division of Student Affairs meetings.

Classification/Hours
This assistantship is open to Master’s and Doctoral students. It is a full time (20 hours a week) position, and some nights and weekends are required. Contract extends from August 1 to mid-May.

Benefits
Tuition waiver and Master’s or Doctoral stipend depending on annual tuition costs.

Immediate Supervisor
The Graduate Assistant reports to the Assistant Director of Outdoor Recreation and will work with the other staff members in the department.

Selection Criteria
• Bachelor’s or Master’s degree in Recreation, Outdoor Recreation, Physical Education, Leisure and Tourism, or related field.
• Acceptance into Graduate school, preferably in Higher Education with an emphasis in Higher Education Administration.
• Wilderness First Aid or Wilderness First Responder certifications preferred or the ability/desire to obtain within the first semester of hire.
• Prior trip leading and/or challenge course experience preferred.
• Outdoor Recreation as a profession preferred, but not required.

Application Deadline
January 15 for both Higher Education Administration program and Graduate Assistantship.

For more information, please contact
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