Department of Campus Recreation
Graduate Assistant – Outdoor Recreation

Title of the Graduate Assistant Job:
Graduate Assistant – Outdoor Recreation

General Description:
The graduate assistant for the Outdoor Recreation Program will assist the Assistant Director of Campus Recreation (Outdoor Recreation) in the management of the Adventure Trip Program (ATP), Sewell Park and Outdoor Center (equipment rental) operations. The Graduate Assistant will be expected to work 20 hours per week. Other tasks or responsibilities may be assigned as needed. Evening and weekend hours will be required.

Job Duties:

Scheduling/Staffing/Programming: (50%)
- Recruit, hire, and supervise ATP and Outdoor Center staff.
- Plan and lead day and weekend trips as necessary.
- Plan and lead major extended holiday trips.
- Develop trip schedule for upcoming semesters.
- Schedule ATP staff.
- Schedule and coordinate staff meetings.
- Oversee daily operations for Outdoor Center and Sewell Park reservations.
- Create/update staff forms and maintain personnel records.
- Supervise and assign Outdoor Center staff job responsibilities.
- Coordinate and assist other university departments in the organization of events at Sewell Park.
- Supervise University Camp user reservation process.
- Prepare marketing materials.
- Evaluate risk management in different program areas.

Training: (15%)
- Assist with training sessions for current and potential ATP and Outdoor Center staff.
- Coordinate in-service training for ATP and Outdoor Center staff.

Fiscal Management: (15%)
- Prepare budget proposals and annual reports.
- Monitor student wage budget for payroll.
- Assist to monitor maintenance and operations budget.
- Maintain/improve current inventory of Outdoor Center equipment.
- Purchase equipment and supplies as needed.
Statistics & Evaluation: (15%)
- Maintain statistical information of participation in ATP program and equipment rental.
- Evaluate ATP and Outdoor Center staff each semester via verbal and written evaluations.
- Assist in the development of surveys and evaluation of ATP and equipment rental.
- Assist with the preparation and reporting of semester and annual ATP evaluations and Assessments.
- Assist with strategic planning development.

Professional Development: (5%)
- Be a member of Student Affairs committees as a representative of the Department of Campus Recreation.
- Attend scheduled Campus Recreation professional staff meetings and Campus Recreation Advisory Council meetings.
- Attend NIRSA state, regional, and national conferences, as possible.
- Present at professional conferences and workshops.
- Travel to other institutions to learn about and evaluate the policies, procedures, challenges and Successes of their programs.

Terms of Employment:
- The GA position works 20 hours per week
- The GA must be skilled in multi-tasking and available to work evenings and weekends
- The GA will participate in professional activities at the local, state, and regional level.
- Two year appointment, 12 month appointments for first year.

Required Qualifications:
- Hold a Bachelor’s Degree in Recreation, Outdoor Education or related field
- Strong leadership and organizational skills
- Strong work ethic
- Proven experience working in a leadership or supervisory capacity in outdoor program operations
- Ability to work with diverse populations, faculty, staff and students
- Student must be enrolled in nine graduate hours each long semester and maintain a 3.0 GPA
- Evidence of effective written and interpersonal communication skills
- Availability to work in the evening and weekends
- Must have a current driver’s license

Preferred Qualifications: (optional)
- At least one year of leading outdoor/adventure trips.
- Demonstrated knowledge and technical skills associated with standard outdoor adventure programming.
- Ability to excel in dynamic and challenging atmosphere.
- CPR, First Aid, and AED certifications.
- Wilderness First Aid / First Responder certification.