



**Department of Campus Recreation  
Graduate Assistant – Outdoor Recreation**

**Title of the Graduate Assistant Job:**

Graduate Assistant – Outdoor Recreation

**General Description:**

Responsible for overseeing various aspects of the Outdoor Recreation program. They will be highly involved in programming and facility aspects of Campus Recreation including, but not limited to, personnel management, fiscal management, and risk management. They will also be expected to participate in Professional Development activities and collaborate with staff from all Campus Recreation program areas and several other departments on and off campus.

**Job Duties:**

- Assist with management and supervision of the Climbing Center or challenge course, and Adventure Trips
- Assist with recruiting, interviewing, hiring, training, scheduling, mentoring, and evaluating climbing wall or teambuilding/challenge course staff
- Oversee Climbing Center or teambuilding/challenge course policies, procedures, operational duties, equipment inventory, and risk management
- Plan and implement Climbing Center or teambuilding programs, clinics, and special events
- Plan, develop, and host outdoor related clinics/workshops for the TXST community
- Assist with development, planning and leading of day and multiday Adventure Trip Programs
- Assist with the implementation of trip policies, procedures, and operational duties including trip planning, food purchasing, essential paperwork, vehicle use, incident reporting, and equipment use
- Assist with the statistical assessment of the program to measure and evaluate program performance
- Assist with the maintenance and execution of the program budget to ensure fiscal responsibility with purchasing and student wages

**Professional Development:**

- Participate in professional development at state, regional, and national levels as well as present at professional conferences and workshops
- Be a member of Student Affairs committees as a representative of the Department of Campus Recreation
- Attend scheduled Campus Recreation professional staff meetings and retreats as academic schedule allows
- Pursue professional interests and certifications that will benefit the program and potential future employment

**Terms of Employment and Compensation:**

- The position works 20 hours per week
- The must be skilled in multi-tasking and available to work evenings and weekends
- Will participate in professional activities at the local, state, and regional level
- Two-year appointment, 12-month appointments for first year
- Salary: \$1,317 a month and \$1,377 for second year
- Travel funds: \$500 for first year and \$600 for second year

**Required Qualifications:**

- Bachelor's degree in Recreation, Physical Education, Kinesiology, Exercise Science or related field
- 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
- Strong leadership and organizational skills
- Ability to excel in dynamic and challenging atmosphere
- Strong written and verbal communication skills
- Pursue Texas State degree in Recreation & Leisure Services, Exercise Science, Counseling – Student Affairs, or Interdisciplinary Studies
- Word Processing and spreadsheet computer skills
- Valid driver's license
- Certifications (or ability to obtain within 3 months of hire) in American Red Cross First Aid, CPR/AED
- Wilderness First Responder certification (or acquire within first 6 months of hire)

**Preferred Qualifications:**

- Desire to continue a career in campus recreation post-graduation
- ACCT Level 1, Level 2, or CCM certification
- PCIA/AMGA Climbing Wall Instructor (CWI), or comparable certification
- Climbing Wall, Team Building, or Challenge Course management experience
- Experience with kayak/canoe, rock climbing, backpacking, and or equipment repair and maintenance
- Knowledge of student learning and student development theories.

**Application/Selection Process:**

Applicants must submit a cover letter, resume, three professional references, and experience/trip log (personal, academic or commercial trip leading) and/or challenge course experience log