Texas State University
Campus Recreation

Outdoor Recreation Graduate Assistant
Emphasis Area: Adventure Trip Program, Sewell Park & Outdoor Center

Supervisor:  Assistant Director of Campus Recreation/Outdoor Recreation

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 an average of 25-30 hours per week. Other tasks or responsibilities may be assigned as needed. Evening and weekend hours will be required.

Qualifications & Requirements:

- Bachelor's Degree in Recreation, Outdoor Education or related field.
- Maintain a 3.0 GPA each semester in graduate level classes.
- Strong leadership and organizational skills.
- Strong work ethic.
- Proven experience working in a leadership or supervisory capacity in outdoor program operations.
- At least one year of leading outdoor recreation/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 current certifications.
- Wilderness First Responder certification.
- Availability to work in the evenings and weekends.
- Must have a current driver’s license.

The following is a list of responsibilities for each Outdoor Recreation area that the Graduate Assistant will assist in:

Scheduling/Staffing/Programming
- 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.
- Prepare marketing materials.
- Evaluate risk management in different program areas.
Training
- 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
- 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
- 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
- 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.

Appointment: 2-year appointment, based upon successful evaluations.
Application deadline: Currently accepting applications, will view until position is filled.
Starting Date: July 1, 2009 (negotiable).
Salary: $1,231.00/month; out-of-state tuition waiver and Comprehensive Benefits package.
Contact: Rodolfo Leone, Assistant Director of Campus Recreation

* Candidates must be accepted into the Texas State Graduate School to be considered for placement.

For more information about the Outdoor Recreation program please visit our website at:
http://www.campusrecreation.txstate.edu/programs/outdoor.html

Please send a letter of application, 3 letters of reference, resume and copies of official school transcripts to:
(Transcripts can be submitted in January separate from other application materials once grades have posted for the fall)

Rodolfo Leone
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