

**UNIVERSITY RECREATION
WASHINGTON STATE UNIVERSITY
GRADUATE ASSISTANT, ADVENTURE PROGRAMS**

POSITION OVERVIEW

This position is responsible for assisting with coordination, administration, and evaluation of a variety of Adventure Programs, such as Challenge, Climbing Wall, Outdoor, and special events. The Graduate Assistant will be responsible for assisting in the training, development, evaluation, and supervision of student staff. Successful candidates will demonstrate knowledge and experience in adventure-based experiential education, as well as training and supervision of employees.

DUTIES AND RESPONSIBILITIES:

- Coordinate or assist with program planning and provide logistical support for Adventure Programs
- Assist with hiring, supervision, training, and evaluation of student staff
- Assist with inventory, ordering, inspection, maintenance, and repair of equipment
- Assist with developing policies and procedures as well as implementing risk management
- Coordinate or assist with special events such as Palouse Outdoor Festival, Bouldering Competition, and Outdoor Photo Contest
- Work with potential and current clients for scheduling and program evaluation
- Work with staff to advance the quality of adventure program instruction and facilitation
- Aid with administrative duties such as payroll, budgeting, and editing of website and/or marketing materials
- Assist in developing program calendar
- Assist team of professional staff to ensure successful management of programs, facilities, and services
- Coordinate with various internal and external constituents to promote Adventure Programs
- Enforce program, department, university, and state policies
- Implement emergency procedures as necessary
- Complete required WSU trainings/certifications and attend mandatory UREC staff meetings and trainings
- Assist with general/departmental University Recreation programs
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and experience in use, maintenance, and purchase of challenge course, climbing, outdoor equipment
- Knowledge and experience in climbing wall management and outdoor education
- Knowledge and experience with PC computer applications such as Excel, Word, PowerPoint, and Outlook
- Knowledge and experience in training and supervision of employees
- Ability to lead an Outdoor Recreation trip for at least one type of activity
- Knowledge and technical skills relevant to Challenge Course industry
- Ability to carry out site-specific first aid procedures and /or protocols which may include first aid, CPR, and AED
- Ability to perform required duties for extended periods of time while exposed to adverse conditions including, but not limited to, precipitation, temperature extremes, and wind
- Ability to physically negotiate various types of terrain and/or obstacles confronted in the course of both routine facilitation and emergency situations
- Ability to ascend to, traverse at, and descend from heights that may exceed 70 feet

ESSENTIAL WORK COMPETENCIES

- Ability to communicate effectively both orally and in writing with multiple constituents
- Ability to work collaboratively with colleagues, co-workers and constituents.
- Ability to interact with people in a positive manner
- Ability to enforce necessary performance standards
- Ability to identify and initiate work projects and function independently
- Ability to think analytically and evaluate possible solutions
- Ability to prioritize and arrange job assignments
- Ability to be creative and innovative with new ideas and programs
- Ability to apply theory-based instruction or training to actual incidents/situations
- Ability to resolve conflicts in a professional manner, including giving and receiving appropriate feedback

QUALIFICATIONS

Required Qualifications:

- Acceptance to WSU Graduate program
- Challenge course facilitation experience
- Expert level skills in one or more types of outdoor recreational activities (e.g. rock climbing, kayak touring, stand up paddleboard, backcountry skiing, backpacking, cross-country skiing, white water, mountaineering)
- Current Wilderness First Aid (WFA) certification
- Experience developing and delivering presentations to groups
- Strong communication, organizational, and leadership/management skills
- Ability to work collegially and collaboratively with diverse internal and external constituencies
- Ability to meet and maintain WSU and UREC Van Driver standards within 1 month of employment

Preferred Qualifications:

- Bachelor's degree in Outdoor Education, Recreation, Experiential Education, Sport Management or related field
- Experience with staff training and supervision
- Current Wilderness First Responder (WFR) certification
- Nationally recognized outdoor recreation certifications (ACA, AMGA/PCIA, Leave No Trace, Avalanche, etc.)
- Formal outdoor leadership experience with NOLS, Outward Bound, or similar organization
- Nationally recognized Climbing Wall Instructor certification (AMGA, PCIA, CWA)
- Experience instructing multiple types of outdoor recreation activities
- Prefer candidate with summer availability

LEARNING OUTCOMES OF EMPLOYMENT

At University Recreation we are committed to providing Graduate Assistants with an experience that will prepare them for a professional career. Graduate Assistants will be asked to assume a great deal of responsibility and perform as part of the professional staff. Through employment at University Recreation and professional development opportunities, Graduate Assistants will advance in the learning outcomes listed below.

1. **Inclusion** – Effectively functions with people who have backgrounds, ideas, attitudes, and behaviors that are different from their own and creates a welcoming environment for all
2. **Leadership** – Demonstrates leadership in a professional setting
3. **Professionalism** – Demonstrates behaviors appropriate for a professional setting

- Develop a thorough understanding of the operations of a comprehensive collegiate outdoor recreation program
 - Gain administrative and technical experience in a dynamic and diverse recreation environment
 - Facilitate the training and development of student staff members
4. **Wellbeing** – Articulates role of active living in contributing to individual and community health and wellbeing. Educates self and patrons regarding wellbeing concepts so that both can make choices that allow them to achieve their highest quality of life.

HOURS PER WEEK:

20 hours a week, weekends and evenings required

STARTING DATE

August 1, 2018 (staff paid hourly at \$15.50/hour until August 15). Assistantship takes effect August 16, 2018.

COMPENSATION

Approximately \$14,166 (.5 FTE) and includes waiver of tuition. Individuals are responsible for paying residual student fees each semester of approximately \$1,100 which is not covered by the assistantship. Students will receive individual medical coverage as part of the assistantship. Nine-month position (August 16 – May 15). Summer employment at hourly rate available. Individuals must reside in Washington State during employment and apply for resident status during first year of assistantship. Assistance for professional development opportunities is available.

APPLICATION PROCESS

Applications are due by December 1, 2017. Please email a letter of application, resume, 2–4 references, and Graduate Assistant application (available at urec.wsu.edu/who-we-are/employment), to Jonathan Stahl, jmstahl@wsu.edu.

ADMISSION REQUIREMENTS

Requirements include a baccalaureate degree or equivalent from an accredited college or university; acceptance by the WSU Graduate School, (a GPA of 3.0 or above, official transcripts, 3 letters of recommendation are required by the Graduate School). Visit www.gradschool.wsu.edu for more information. Applications to the Graduate School are due by January 10, 2017 for priority acceptance. Some colleges require earlier application – please view application deadlines for program of interest.

EEO/AA/ADA