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, Bike Share, and/or 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/UREC
- 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 outdoor/experiential education
- Knowledge and technical skills relevant to Challenge Course and/or Climbing Wall industry
- 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
- 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
- Expertise in challenge course facilitation, climbing wall supervision, or bike maintenance
• 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/Challenge certifications (ACA, AMGA/PCIA, ACCT, Leave No Trace, Avalanche, Bike Maintenance, etc.)
• Nationally recognized Climbing Wall Instructor certification (AMGA, PCIA, CWA)
• Formal outdoor leadership experience with NOLS, Outward Bound, or similar organization
• Experience instructing multiple types of outdoor recreation activities
• Prefer candidate with summer availability

HOURS PER WEEK:
20 hours a week, weekends and evenings required.

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
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.

STARTING DATE
August 1, 2020 (staff paid hourly at approximately $18.00/hour until August 15). Assistantship takes effect August 16, 2020.

COMPENSATION
Approximately $15,561 (.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, 2019. Please mail or email a copy of your resume, name and contact information of 2-4 references, cover letter and application Joanne Greene, 250 Student Recreation Center, Pullman, Washington, 99164-1830 or joanne_greene@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, 2020 for priority acceptance. Some colleges require earlier application – please view application deadlines for program of interest.
**University Recreation (www.urec.wsu.edu)**
The Department of University Recreation at Washington State University supports the educational mission of the university by providing integrated and comprehensive recreational, wellness and fitness programs and services to a diverse campus community. Committed to fostering active, healthy lifestyles, the department enriches campus life through excellence in programs, services and facilities. Programs and services include Intramural Sports, Outdoor Recreation Center, Fitness & Instruction, Sport Clubs, Challenge, Aquatics and Youth Programs. University Recreation facilities include the Chinook Student Center, Student Recreation Center, Outdoor Recreation Center, outdoor playfields, 3 pools and shared indoor facilities. Comprehensive marketing, facilities scheduling and maintenance programs support all departmental operations.

**Washington State University**
Washington State University (WSU) is a comprehensive land-grant research institution with campuses in Pullman, Spokane, the Tri-Cities, Vancouver, and Everett. More than 20,000 undergraduate and graduate students are served by the Pullman campus in some 300 fields of study. The University is one of the largest residential universities in the West. Pullman offers a friendly, small-town living environment. Visit: [www.pulmanchamber.com](http://www.pulmanchamber.com) for information about Pullman and WSU.

*Washington State University is an EEO/AA educator/employer.*