



REC SPORTS

Position Description Graduate Assistant – Outdoor Adventures

Responsibilities:

Assist with the management of the Texas A&M University Department of Recreational Sports Outdoor Adventure Program. Specific areas of responsibility include but are not limited to:

General OA Program:

- Assists in hiring, training, scheduling, disciplining and evaluating student personnel
- Assist with program development
- Assist with record keeping and office management of OA files and forms
- Create and help lead staff meetings and in-service trainings
- Will be required at times to work weekends, nights or non-traditional hours
- Edit and update manuals and assist with risk management procedures
- Serve on departmental committees
- Contribute to marketing and outreach efforts to promote the outdoor adventures program
- Assist with other duties as assigned

Indoor Climbing Facility:

- Assists in risk management at the ICF
- Assist in coordinating route setting at the ICF
- Helps conduct monthly inventory and inspections at the ICF

Adventure Trip Program / Outdoor Orientation Program:

- Assist in field based program oversight
- Lead outdoor trips and programs as necessary
- Assist in designing and implementing Outdoor Leader Training program

Outdoor Rental Center

- Helps maintain accurate and working inventory, including purchasing new and replacement equipment, repairing damaged equipment, and recovering lost equipment
- Assist in coordinating work tasks for staff at the Rental Center

The Hub

- Assist in program development of bike-related activities, including nurturing relationships with other bike stakeholders on campus and in the community

Texas A&M Facilities:

Texas A&M University, in College Station, Texas, has an outdoor adventure program that runs the following: adventure trip program, indoor climbing and bouldering facilities, do it yourself bike repair facility, outdoor gear rental program, outdoor adventure resource desk. The outdoor adventure program is housed in the over 400,000 sq. ft. Student Recreation Center. The 3500 sq. ft. indoor climbing facility and 900 sq. ft. bouldering facility see over 21,000 uses per year. The trip program runs over 24 custom and open rec trips and programs per year with over 20,000 contact hours of time with customers. Day, Weekend and Extended trips are all run in Texas and surrounding states with the occasional trip ranging farther afield. Recently, a collaboration with Student Affairs on campus has resulted in a week-long outdoor orientation program for incoming students. The equipment rental program offers a full inventory of outdoor equipment and water craft to the Texas A&M and surrounding communities with over \$40,000 rental revenue last year. As much as possible, the outdoor program builds strategic collaborations with other programs and with academic units to increase co-curricular student learning opportunities.

Qualifications:

- Bachelor's degree
- *Admission to the Texas A&M Graduate School in a program of study that is directly related to Graduate Assistantship position, qualifying programs of study include, but are not limited to: Recreation and Parks, Sports Management, Student Affairs Administration, and Education Administration. Other degree programs will need to be considered individually by the office of Graduate Studies. *Please be sure to research the appropriate program in order to obtain the minimum requirements needed to be accepted into the college.*
- Possess extensive leadership and programming experience in two or more of the following: outdoor rock climbing, indoor rock climbing, whitewater canoeing or kayaking, backpacking, or surfing.
- Possess a valid Driver's License with a clean driving record
- Exhibit a strong work ethic and initiative
- Currently certified in Wilderness First Aid (WMA, WMI, WMTC, SOLO, or Equivalent) and experience working in an Outdoor Recreation program (required)
- AMGA or PCIA Climbing Wall Instructor Certified, Wilderness First Responder Certified, ACA Canoe or Kayak Level II Instructor Certified, ACCT Level I or II Certified, AMGA Single Pitch Instructor (preferred).
- Experience working in a university outdoor adventure program including gear rental, climbing facility and trip programs (preferred).

Stipend:

- \$13.60 per hour and 20 paid hour work weeks (equals approximately \$14,000 annually), eligible for merit increase in 2nd year
- 9 or 12 month position
- Full tuition waiver excluding any applicable student fees (maximum of 9 credit hours for fall and spring semesters; 6 credit hours for summer semester)
- University medical health benefits
- Travel/professional development allowance

Application Procedure:

Please submit letter of application, resume, unofficial transcript, GRE scores, and three reference names with telephone numbers and email addresses via email to jkurten@rec.tamu.edu

Closing Date:

Applications will be reviewed until position is filled. The preference will be to find a candidate that can begin their employment in January of 2017. If that is not possible, a start date of August 2017 is acceptable. For best consideration, application materials should be received by Friday, March 31, 2017. *Priority will be given to individuals who can confirm submission of their graduate school application materials.*

Start Date: January 1, 2017 or August 1, 2017 (flexible)

For more information visit www.recsports.tamu.edu

Texas A&M University is committed to equal employment opportunity through affirmative action.