Graduate Assistant, Outdoor Programs

Job Description
The Utah State University Outdoor Programs (OP) Graduate Assistant (GA) reports to the OP coordinators and assists in the operation and supervision of five program areas which include: equipment rentals, climbing wall, adventure-based trips, special programs, and non-credit courses/clinics. The GA is responsible for implementing policies and procedures that contribute to the supervision, operation, and advancement of these program areas.

Primary Duties and Responsibilities Year 1:
- Assist OP Coordinator with management and supervision of OP rental shop, climbing wall and special events
- Assist OP Coordinator with recruiting, interviewing, hiring, training, scheduling, mentoring, and evaluation of climbing wall and rental shop staff
- Assist OP Coordinator with rental gear management, repair, and training of new employees
- Plan and implement climbing wall programs, clinics, and special events
- Plan, develop, and host outdoor related clinics/workshops for the USU community
- Assist OP Coordinator in management and supervision of the climbing wall and the climbing wall staff

Secondary Duties and Responsibilities Year 1:
- Assist with outdoor adventure-based trainings for volunteer trip leaders
- Assist OP Coordinator with the Blind Hollow winter yurt facility

Primary Duties and Responsibilities Year 2:
- Management and supervision of OP trips and alternative programs
- Supervisory responsibilities over 30 volunteer student trip leaders
- Oversee the implementation of trip policies, procedures, and operational duties including trip planning, food purchasing, essential paperwork, vehicle use, incident reporting, and equipment use
- Develop and implement training modules with focus on trip program policies, procedures, risk management, and leadership skills
- Provide classroom and field-based training in activity specific outdoor skills including but not limited to: whitewater rafting/kayaking, backpacking, rock climbing, backcountry skiing/boarding, canyoneering, canoeing, and stand up paddle boarding
- Develop and implement policies and activities that foster trip leader mentorship, camaraderie, and enhance the OP work culture
- Maintain and enhance the trip program database. Create statistical reports to measure and evaluate program performance
- Interact with Federal land management agencies as necessary for permitting purposes

Secondary Duties and Responsibilities Year 2:
- Assist with the supervision and operation of the rental shop and climbing wall
- Plan, develop, and host outdoor related clinics/workshops for the USU community

Projects, Events, and Professional Development:
- The Graduate Assistant is encouraged to develop and pursue professional interests and certifications that will benefit the OP and potential future employment
- Assist with the development, recruitment and execution of outdoor films, speakers, presentations and other events that enhance campus life and students’ academic experience
• Attendance and participation in local, regional, and national conferences
• Work cooperatively with other Campus Recreation programs and staff members assisting with departmental special events as needed
• Attend staff meetings and serve on university committees when requested
• Fulfill additional departmental duties as assigned

Required Qualifications:
• Enrollment in Utah State University Graduate Studies Program
• Must have a 3.0 GPA in the last 60 credit hours and at least be in the 40th percentile on the GRE or MAT
• Bachelor’s Degree in outdoor recreation, education, or related field
• Wilderness First Responder or higher medical certification
• 1+ years’ experience in a structured outdoor program/commercial outfitter operation

Preferred Work Experiences and Requirements:
• Leave No Trace Trainer/ Master Educator
• AMGA Single Pitch Instructor or comparable certification/advanced climbing experience
• Swift water Rescue
• Level I Avalanche
• Experience with ski/snowboard, mountain bike, and/or inflatable watercraft repair and maintenance

Graduate Assistantship: $10,000 assistantship, plus full tuition, and subsidized insurance is available. Student fees are to be paid by the student. Up to an additional $1,000 for professional development opportunities. This position is a 10-month appointment with summer work opportunities available. Employment dates: 08/07/17 – 05/31/18 and 08/06/18 – 05/31/19. Year two is contingent upon satisfactory job performance.

Application/ Selection Process: Applicants must submit a cover letter, resume, three professional references, and experience vita/trip log (personal, academic and/or commercial trip leading) to Greg Davis- Outdoor Programs Coordinator for USU Campus Recreation greg.j.davis@usu.edu (435) 797-0066

Common Graduate Programs for Campus Recreation GA’s:
Department of Kinesiology and Health Science
• Master of Education in Sport and Physical Education (MEd)
• Master of Health Promotion (MHP)
• Master of Fitness Promotion (MFP)
• Master of Science in Health & Human Movement (MS) with specializations in: Exercise Science, Health Education, and Sports Medicine.

Nutrition, Dietetics, and Food Sciences Department
• Dietetics Administration (MDA)

Emma Eccles Jones College of Education and Human Services
• Instructional Leadership- Higher Education/Student Affairs (MEd)

Environment and Society Department
• Recreation Resource Management (MS)