Graduate Assistant, Outdoor Programs

**Job Description**
The Utah State University Outdoor Programs (OP) Graduate Assistant (GA) reports to the OP Assistant Directors 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 with management and supervision of OP rental shop, climbing wall and special events
- Assist with recruiting, interviewing, hiring, training, scheduling, mentoring, and evaluation of climbing wall and rental shop staff
- Assist 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 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 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: 08/05/19 – 06/1/20 and 08/03/20 – 05/31/21. 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 Assistant Director 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)