Position Description

JOB TITLE: OUTDOOR PROGRAM – Graduate Assistant 1 & 2; Trip Planning/Staff Relations & Climbing Wall/Trip Logistics

DATE REVISED: 12/6/16

CLASSIFICATION/COMPENSATION: Part-Time/ Stipend – see below

DEPARTMENT: Recreational Services

REPORTS TO: Coordinator of Outdoor Recreation

PREferred START DATE: May/August 2017

About Georgia State University
Georgia State University is located in downtown Atlanta, with an enrollment of over 30,000 students. The mission of the Department of Recreational Services is to promote healthy lifestyles through exceptional recreational programs, services, and facilities. On campus, Recreational Services is housed in the 161,000 square foot, $30 million Student Recreation Center (SRC). Our two off-campus sites are also managed by the department; Panthersville Recreation Complex, an outdoor lighted multipurpose athletic field area and the Indian Creek Recreation Area which includes the Lodge, Challenge Course, Outpost, an outdoor pool, event lawn, and sand volleyball court.

About Georgia State University Graduate Assistantships:
The department of Recreational Services offers numerous Graduate Assistant opportunities. Our positions are designed to provide enhanced service to our patrons and programs while providing an excellent opportunity for the Graduate Student to enhance their academic knowledge and professional skills. The information below is for your review to assist in your decision on whether to apply for the position.

Tuition will be waived including out of state waiver. You are responsible for your student fees (~ $1300 as of Fall 2014) and books. Current graduate assistants are granted a 10% book discount at the GSU bookstore. You will receive a $4,500 stipend Fall and Spring semesters and up to $3,000 for Summer (depending on your appointment/hours worked). These amounts are based on 20 hours of work per week during the academic semester. This appointment is on a semester-to-semester basis dependent upon job performance and funding. Scheduling will be determined by your supervisor and will vary each semester. Academic classes will be accommodated. Please note that you do not get your first check until the last working day of September. Plan accordingly. For more information on application requirements and deadlines for the College of Education, please visit http://education.gsu.edu/oaa/App_Deadlines.htm.

• Job Description:
The Graduate Assistant of Touch the Earth – the Department’s outdoor recreation program, under the direction of the Coordinator of Outdoor Recreation, has the responsibility of assisting with daily operations of three facets of the program including the rental center, climbing wall, and trip program.

Primary Responsibilities:
• Position 1: Supervise daily operation of the Rental Center (task assignments, equipment transactions, paperwork and monetary transactions) including general staff supervision and schedule requirements for the Rental Center and Climbing Wall. Assist with the management of the Outdoor Trip Program encompassing 80-110 trips per year, including assistance with scheduling and pre-trip coordination with trip leaders and Vehicle Coordinator, reconciliation of trip paperwork and accounting, and, coordination of special projects, publicity, and assistance with policy revision.
• Position 2: Supervise daily operation of the Climbing Wall and Bouldering Cave including focused supervision and training of student assistant staff. Serve as the Program’s quartermaster of equipment to include inventory, maintenance, ordering of equipment, equipment loading/unloading for trips & vehicle prep.
• Deliver excellent customer service
• Support the philosophy of the Department of Recreational Services

Secondary Responsibilities:
Both positions must possess proficiency and knowledge of multiple outdoor recreation sports, including leadership qualities. At least 2+ plus years actively climbing preferred for #2 position. Excellent managerial and communication skills are required for #1 position. Wilderness certifications are a bonus.

- Other duties include weekend emergency on-call rotation for trips scheduled. Trip leadership optional.
- Attend all staff meetings and trainings hosted by the Department of Recreational Services.
- Evening/Weekend work responsibility as required. A basic workspace is onsite; primary work location in the Student Recreation Center downtown.

Minimum Requirements and Employment Terms:

- Bachelor’s degree in Exercise Science, Sports Administration, Higher Education or closely related field.
- Acceptance into the Masters Program at Georgia State University, pursuing a degree in a related field. Must be accepted by GSU to receive a position offer.
- Must maintain a 9-hour class load for fall and spring semesters; 6-hour class load during the summer semester.
- Work approximately 20 hours per week or less with a few weekends required. Scheduling will be determined by Coordinator of Outdoor Recreation to meet needs of the Challenge Program. Schedule will vary each semester & vary in the amount of hours required per week – some over, some under. Academic classes will be accommodated.
- Ability to work independently and as a part of a professional team that collaborates effectively with colleagues.
- Ability to thrive in an environment that values high expectations, accountability, and balanced lifestyles.
- Proficiency with Microsoft Office.
- The appointment will be for the 2017–2018 academic year (Fall, Spring, Summer) - intended as a 2 year position. Appointment is on a semester-to-semester basis dependent upon job performance and funding.
- Assume responsibility for the mandatory health insurance requirement and all student fees. [www.studentinsurance.com](http://www.studentinsurance.com) and select Georgia State University / Pearce and Pearce