Position Description

JOB TITLE: Graduate Assistant - Outdoor Program (Touch the Earth); Climbing Wall/Outreach/Clinics

APPOINTMENT: 14 hr week w/ waiver & stipend

REPORTS TO: Coordinator, Outdoor Recreation

PREFERRED START: May/August

About Georgia State University
Georgia State University is in Atlanta, with an enrollment of over 50,000 students. The mission of the department of Recreational Services is to promote healthy lifestyles through exceptional recreational programs, services, and facilities. At the Atlanta campus, Recreational Services is housed in the 161,000 ft², $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. The department also offers recreation opportunities at our five Perimeter campus locations.

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. This position is specific to supporting programs or services offered at the Atlanta campus. 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 (http://sfs.gsu.edu/tuition-fees/what-it-costs/tuition-and-fees/) and books. Current graduate assistants are granted a 10% book discount at the GSU bookstore. You will receive up to $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 climbing wall, outreach/marketing, and clinics.

Primary Responsibilities
- Supervise daily operation of the Climbing Wall and Bouldering Cave including focused supervision and training of student assistant staff and route setters.
- Assist with the management of up to 40 clinics annually.
- Serve as the quartermaster of equipment to include inventory, maintenance, ordering of equipment.
- Manage and facilitate monthly outreach to the campus community through tabling events and presentations to gain further awareness and interest in our programs.
- Assist in bi-annual Challenge Course facilitator training.
- Deliver excellent customer service
- Support the philosophy of the Department of Recreational Services

Secondary Responsibilities
- Position must possess proficiency and knowledge of multiple outdoor recreation sports, including leadership qualities. At least 2+ plus years actively climbing preferred. Excellent managerial and communication skills are required. Wilderness First Responder is preferred, and other Wilderness certifications are a bonus.

Job Description: 1 of 2 Graduate Assistant Rec Services
• Other duties include weekend 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 master’s program at Georgia State University, pursing a degree in a related field. Must be accepted by 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 on average 14 hours per week with a few weekends required. Scheduling will be determined by the supervisor to meet needs of the program.
• 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.
• Certification for Adult CPR/AED/First Aid or can obtain within first month
• Valid driver license needed, as some departmental vehicle use may occur
• The appointment will be for the 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. (http://www.studentinsurance.com)