

Position Description

JOB TITLE:	Graduate Assistant - Outdoor Programs & Trips(Touch the Earth);	APPOINTMENT:	Up to 20 hr week w/ waiver & stipend
REPORTS TO:	Coordinator, Outdoor Recreation	PREFERRED START:	Fall

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 multi-purpose 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 \$3,600 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 the climbing wall, challenge course, trips, clinic, special events, and equipment rental.

Primary Responsibilities

- Supervise daily operation of the Climbing Wall and Bouldering Cave including focused supervision and training of student assistant staff and route setters
- Manage pre/post logistics for 65 trips annually
- Oversee the training, record keeping, and evaluation of trip leaders
- Facilitate recruiting, hiring, training, evaluating, and onboarding of new staff
- Assist with teaching and training of others to teach clinics
- Serve as the quartermaster of equipment to include inventory, maintenance, ordering of equipment.
- Assist with monthly outreach to the campus community through tabling events and presentations to gain further awareness and interest in our program.
- Facilitate belay and lead climbing clinics and training for staff
- Assist in bi-annual Challenge Course facilitator training.
- Deliver excellent customer service

- Support the philosophy of the Department of Recreational Services
- Facilitate monthly staff training
- Help maintain staff records
- Assist with pre/post logistics of challenge course events and communication with clients
- Assist as well as serve as a backup for scheduling issues in relation to challenge course events, special events, trips, and clinics

Secondary Responsibilities

- Position must possess proficiency and knowledge of multiple outdoor recreation sports, including leadership qualities. At least 2+ years' experience trip leading, 1+ years climbing wall experience preferred. Excellent managerial and communication skills are required. Wilderness First Responder is preferred, and other Wilderness certifications are a bonus
- Work on average 20 hours per week with some evenings and weekends required. Scheduling will be determined by the supervisor to meet the needs of the program. A basic workspace is onsite; primary work location in the Student Recreation Center downtown
- Other duties include leading a minimum of 3 trips per semester, and a minimum of 6 clinics a semester
- 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
- Assist with logistical planning and execution for clinics, and challenge events as needed

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, pursuing a degree in a related field. Must be accepted by to receive a position offer
- Must maintain a 12-hour class load for fall and spring semesters; 9-hour class load during the summer semester.
- 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 Georgia driver license needed, as departmental vehicle use will 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>)