



MISSISSIPPI STATE UNIVERSITY™

STUDENT AFFAIRS

Mississippi State University – Division of Student Affairs Recreational Sports | Outdoor Adventures Graduate Assistant

Academic Year (July 1 – June 30)

Main Campus – Sanderson Center

Division Overview

The Division of Student Affairs consists of over 13 non-academic areas of campus life. Some of these departments include University Police, Dean of Students, Center for Student Activities, and Holmes Cultural Diversity Center. The Department of Recreational Sports supports the Division of Student Affairs and Mississippi State University in the total educational development of students by providing unique recreation programs, services, and facilities that support and encourage the development of a healthy lifestyle.

Qualifications

- Accepted as a graduate student by the Graduate School within any academic unit of the university
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Proficiency in written and oral communication skills and utilization of computers
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments
- Employee development and performance management skills
- Ability to foster a positive, cooperative work environment
- Ability to plan, organize, and implement promotional programs and events
- Ability to comply with all policies and regulations of Mississippi State University and enforce policies that apply to recreational sports programs and services

Responsibilities

- Assist with recruiting, hiring, training, and supervision of all outdoor adventures staff. This includes developing training sessions and in-service training and testing. Discipline and counsel as needed.
- Assist with planning, promoting, and conducting outdoor recreation trips. Maintain participant registration and trip records.
- Assist student staff in planning, promoting, and conducting safe, fun, educational outdoor skills workshops.
- Assist with the management of the Outdoor Adventures Center. Maintain records and reports of the day-to-day operations to include patron counts, maintenance schedules, repairs, and equipment inventory.
- Assist with administering challenge course programs. This includes facilitating groups through the course and recruiting, training, and scheduling student facilitators.
- Oversee operation of the Sanderson Center climbing wall.
- Assist with development and implementation of a marketing plan for the program.
- Be on-site on assigned evenings and weekends.
- Insure that all facilities offer a safe environment; report any necessary equipment or facility repairs.

- Report all injuries; notify emergency services when necessary. Submit appropriate injury report forms.
- Report disturbances and other incidents to the professional staff. Have appropriate personnel complete report form. Contact UPD if the situation warrants.
- Assist with Recreational Sports special events as assigned.
- Make suggestions regarding improvements for the program.
- Attend all departmental and divisional meetings.
- Attend conferences, seminars, and meetings as permitted for professional development.
- Perform other duties as requested by professional staff.

How to Apply

Applicants should email cover letter, resume, and references to Trey Harrison at bharrison@saffairs.msstate.edu. The deadline to apply is February 17, 2017

Additional Information

Student will work approximately 20 hours per week. Student should not hold other jobs or assistantships. As compensation, student will receive full tuition waiver except minimal university fees, stipend paid twice a month, and professional development funds when available.

Disclaimer

Discrimination based on race, color, ethnicity, sex (including pregnancy and gender identity), religion, national origin, disability, age, sexual orientation, genetic information, status as a U.S. veteran and or any other status protected by state or federal law is prohibited in all employment decisions.

For more information, contact Trey Harrison at bharrison@saffairs.msstate.edu