

UNIVERSITY RECREATION
JOB DESCRIPTION

Title:	<i>Graduate Assistant (Outdoor Adventures)</i>
Functional Area(s):	Climbing Wall Outdoor Adventures
Reports to:	Aquatics & Outdoor Adventures Coordinator
Current position holder(s):	
Location:	Sanderson Center
Last review:	May 2024

Function

The primary function of the *GRADUATE ASSISTANT for OUTDOOR ADVENTURES* is to assist with the supervision and management of the outdoor recreation program.

Responsibilities & Duties

1. 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.
2. Assist with planning, promoting, and conducting outdoor recreation trips. Maintain participant registration and trip records.
3. Assist student staff in planning, promoting, and conducting safe, fun, educational outdoor skills workshops.
4. 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.
5. Assist with administering challenge course programs. This includes facilitating groups through the course and recruiting, training, and scheduling student facilitators.
6. Oversee operation of the Sanderson Center climbing wall.
7. Assist with development and implementation of a marketing plan for the program.
8. Be on-site on assigned evenings and weekends.
9. Insure that all facilities offer a safe environment; report any necessary equipment or facility repairs.
10. Report all injuries; notify emergency services when necessary. Submit appropriate injury report forms.
11. Report disturbances and other incidents to the professional staff. Have appropriate personnel complete report form. Contact UPD if the situation warrants.
12. Assist with University Recreation special events as assigned.
13. Make suggestions regarding improvements for the program.
14. Attend all departmental and divisional meetings.
15. Attend conferences, seminars, and meetings as permitted for professional development.
16. Perform other duties as requested by professional staff.

Qualifications

1. Accepted as a graduate student by the Graduate School within any academic unit of the university

Knowledge, Skills, and Abilities Required

1. Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community
2. Proficiency in written and oral communication skills and utilization of computers
3. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments
4. Employee development and performance management skills
5. Ability to foster a positive, cooperative work environment
6. Ability to plan, organize, and implement promotional programs and events
7. Ability to comply with all policies and regulations of Mississippi State University and enforce policies that apply to University Recreation programs and services

Knowledge, Skills, and Abilities Preferred

1. Wilderness First Responder and/or Wilderness Remote First Aid certification
2. Experience facilitating low-ropes challenge courses
3. Experience guiding various outdoor trips for college or university groups

Supervision Received

The Graduate Assistant receives oral and written instructions from the Aquatics & Outdoor Adventures Coordinator, the Associate Director, and the Director.

Supervision Given

The Graduate Assistant assists with the supervision of student facility workers, outdoor trip leaders, outdoor adventure clinic instructors, rental center staff, and climbing wall facilitators.

Relationships

In providing recreational programs and services to the university community, the Graduate Assistant works in cooperation with the Outdoor Adventures Coordinator and other Graduate Assistants.

Working Conditions

Must be able to attend weekend and/or evening training sessions and events

Must be able to operate a 15-passenger van lawfully

Must be able to work on assigned weekends

Must be able to perform maintenance and custodial duties when necessary

Will be required to work outdoors despite inclement weather conditions when necessary