

Missouri State University
Graduate Assistant – Outdoor Adventures
Area: Campus Recreation

Position Summary

Works with the Assistant Director of Campus Recreation - Outdoor Adventures & Student Development to plan, implement, and assess the four pillars of Outdoor Adventures: adventure trips program, team building program, equipment rental, and an indoor climbing wall.

Supervision

Reports to the Assistant Director of Campus Recreation - Outdoor Adventures & Student Development

Essential Functions

1. Assist in maintaining a friendly, safe, and inviting environment for all Outdoor Adventures (OA) patrons.
2. Assist with the development of training materials and facilitate training and educational sessions.
3. Lead outdoor trips and staff training trips.
4. Hire, train, and supervise Outdoor Adventures student staff.
5. Organize and lead staff meetings for Outdoor Adventure student staff.
6. Coordinate certification classes and workshops.
7. Evaluate and provide regular performance feedback for OA staff.
8. Assist with the planning of all risk management materials.
9. Maintain accurate and complete records for OA programs.
10. Assess and alter OA programs and facilities regularly.
11. Assist in maintaining OA student staff payroll records accurately and promptly.
12. Maintain the inventory of climbing wall equipment, trip equipment, and rental equipment.
13. Facilitate marketing materials for all OA programs.
14. Assist with other duties assigned.

Other Responsibilities

1. Assist with special projects and assignments as requested.
2. Attend all required meetings: division and department-wide.
3. Serve on internal and University committees, as needed.

Education, Experience, and Skills Required

1. Must meet all requirements outlined in the Graduate Assistantship contract.
2. Experience with Outdoor education and programming is preferred.
3. Climbing wall operation experience is preferred.
4. Safety and Wilderness First Aid or Wilderness First Responder Certification is preferred or the ability to obtain within the first 3 months of employment.
5. Good communication, customer service, organization, and leadership skills.
6. Knowledgeable of current outdoor program guidelines and proficiency in outdoor risk management is preferred.
7. Required to work 20 hours per week.
8. Report to work two weeks prior to the start of the fall semester; report one week prior to the start of spring and summer semesters.

9. A valid Missouri Driver's License is required or must be obtained within 30 days of employment.

Terms Available:

- 1st year - Fall & Spring semesters (9 month position)
- 2nd year - With positive review
- Summer – Possible employment

Application Procedures

Please complete [this application](#) and email all pertinent application materials to AMoney@MissouriState.edu.

Pertinent application materials:

- *Official Graduate Assistantship Application*
- Resume
- Cover letter
- Any certifications

If you have any questions about the position or program feel free to reach out to Austin Money (Assistant Director of Campus Recreation – Outdoor Adventures & Student Development) via email at AMoney@MissouriState.edu.