Graduate Assistant for Outdoor Pursuits
2023-2024 Position Description

Program Summary
Outdoor Pursuits at the University of Northern Colorado is the hub on campus for access to outdoor recreation. The program is a part of the Campus Recreation Department and is comprised of six different program areas: Climbing Wall, Ropes Course, Workshops and Special Events, Gear Shop, Bike Shop, and Trips.

Program Goals
- Provide meaningful opportunities for students to enhance their college experience through access and exposure to Outdoor Recreation.
- Build stronger personal, environmental, and campus connections through outdoor programming.

Graduate Assistant Expectations
Duties and Responsibilities
This position is vital to the success and reputation of the Outdoor Pursuits program. This position requires previous experience in outdoor recreation, excellent time management skills, ability to multitask, prioritize responsibilities, work independently and as part of a team and be able to make sound judgement calls when resources are limited.

The Graduate Assistant will report to the Coordinator of Outdoor Pursuits. Outdoor Pursuits is comprised of six main program areas: Outdoor Trips, Ropes Course, Climbing Wall, Gear Shop, Blue Cruiser Bike Program, and Educational Workshops. The GA will assist in the supervision and operation of all areas of the Outdoor Pursuits program. During the GA’s first year, they will manage three of Outdoor Pursuits program areas. During the GA’s second year, they will manage OP’s other three program areas. The GA is also responsible for assisting in administering a positive, safe and developmental environment for staff and participants for the full term of their employment.

The main responsibility of the Outdoor Pursuits Graduate Assistant position is to provide excellent student service through all outdoor pursuits program areas. This is accomplished by the following expectations:

Program Management – (40%)
- Overall management of all outdoor pursuits program areas including Trips, Bike Shop, Gear Shop, Climbing Wall, Workshops and Climbing Wall
- Contribute to the planning and facilitation of all weekend and extended trips: Trips include, but are not limited to kayaking, backpacking, rock climbing, hiking, canoeing, biking, trail running, sky diving, and skiing
- Contribute to the planning and implementation of all Climbing Wall programs, services, and special events
- Supervise students who lead educational workshops each month that are open to the UNC Community
• Assist in the development of surveys and evaluation of programs, preparation of monthly reports and program assessments with strategic planning development
• Oversee the inventory, repair, maintenance, and replacement plan of equipment
• Oversee the day to day operations for the Gear Shop and Climbing Wall

**Student Staff Supervision – (25%)**
• Recruit, hire, train and supervise outdoor pursuits student staff and program assistants for all 6 program areas
• Develop and publish staff schedules for all program areas
• Assist in the development of student staff through staff training, goal setting and evaluations
• Support in the supervision of each program area’s Student Program Assistant

**Risk Management – (20%)**
• Assist in the program development and production of internal documentation and manuals
• Conduct specific technical trainings for student staff members on a regular basis
• Evaluate student staff performance and adherence to safety protocols at the climbing wall and ropes course
• Keep excellent records of incidents, accidents, and close calls to better train staff and maintain a safe environment

**Administration and Department Collaboration – percentage of work time (15%)**
• Obtain CPR, First Aid, AED Instructor Certification during the first year and help instruct certification classes offered by the department.
• Assist with On-Call responsibilities, especially in the evenings and on weekends.
• Serve on committees both within the Department of Campus Recreation and across campus. Develop and foster relationships with other campus departments, student organizations, and community partners.
• Participate in departmental responsibilities for marketing, outreach, events and staff development, such as, but not limited to: event planning and management (RecFest), New Student Orientation presentations, promotional events (University Bizarre), and student employee development (trainings) and recognition (banquet).
• Serve on the departmental marketing committee to assist with program and department promotions, advertising, and engagement.
• Assist in the continued university and department effort to provide a welcoming environment and equitable approaches to policy and practice for the campus community through inclusive facilities, programs, services and staff.
• Other duties as assigned, and as outlined in the department ‘Graduate Assistant Expectations’ Agreement.

**Hours & Availability:**
The Graduate Assistant is expected to spend their 18 work hours in person. This position requires flexibility in the scheduling of hours, often involving weekend and evening work. The Graduate Assistant is expected to lead multiple day, weekend, or week long trips and trainings during the semester as well as be available for programming during the week.
Physical Demands:
This position requires Graduate Assistants to possess the physical strength and endurance required to conduct the following activities: leading groups in the indoor climbing wall, working extended periods of time at the ropes course, moving heavy equipment (forty-five pounds or more) and sustaining high levels of activity over long periods of time.

Additional expectations related to academic course load and outside employment are outlined in the Graduate Assistant Handbook.

Qualifications and Additional Requirements:

Minimum Qualifications:
- This position is remunerated with graduate, in-state tuition for up to 9 credit hours per semester.
- This position has a minimum GPA requirement of 3.0
- The individual occupying this role should maintain good standing, both academically and conduct-wise, with their respective graduate program and the university overall.
- Bachelor’s degree and full-time enrollment in a University of Northern Colorado graduate degree program
- Demonstrate a professional commitment to diversity, equity, inclusion, and social justice
- Demonstrate ability to be attentive and provide detailed descriptions
- Ability to work independently, as well as in a team environment
- Ability to create and maintain professional, creative, and flexible work environments
- Ability to effectively manage multiple, competing priorities
- Previous leadership experience
- Some event planning experience
- Experience with or deep knowledge around supervising students and/or student organizations
- High degree of organization and strong administrative & communication skills
- Experience with Microsoft Office, Outlook, and Qualtrics
- 1-3 years’ experience in recreational outdoor programming

Preferred Qualifications:
- Bachelor’s Degree in Recreation, Physical Education, Sports Management, or related field preferred, or experience of outdoor programs with sufficient knowledge
- Availability to start work in the summer of 2023
- Certification in Wilderness First Responder (must obtain within three months of employment)
- Certified through the PCIA, AMGA, or relevant climbing experience
- Knowledge of ski and snowboard maintenance and tuning
- Swift Water Rescue experience/certification
- ACCT Level 1 or higher Certification or Ropes Course Facilitator experience
- Experience working with bikes

Additional Requirements:
- This position requires an individual to have an active driver’s license by July 1, 2023. In addition, the individual must pass a driving record check to register use of University vehicle(s).
- By applying, applicants consent to a conduct check completed by Student Conduct & Accountability.
Training Commitments:

- Attend the annual Division of Student Affairs & Enrollment Services graduate assistant training day, or equivalent
- Complete annual training in Title IX (harassment identification/prevention), resources to assist distressed students, FERPA, and other training offered by the supervisor
- Mandatory training is held before the start of both the fall and spring semesters. Training is held the week and weekend prior to the first day of the corresponding semester.

Compensation:
The Graduate Assistant will receive a stipend of $12,913 over a 10-month period in addition to in-state tuition and fees. Graduate students classified as out-of-state will be responsible for covering the difference in tuition and fees. The tuition waiver covers up to 9 graduate-level courses per semester.

Contract Period for Position:
This Graduate Assistantship is a full-time, Master’s level, academic year contract. The contracted period is August 15, 2023 – May 15, 2024. The full-time assistantship is appointed for 18 hours per week during the contracted period. The contract period includes all pre-service and in-service training. The schedule of a student in academic year contract follows the UNC calendar, which includes the expectation to work during spring, fall, and winter breaks. Graduate Assistants receive sick leave, as outlined in the Paid Sick Leave Policy.

Employment Outcomes:
In this position you gain a wide range of career readiness skills recognized by the National Association of Colleges and Employers (NACE). As a result, of performing the job responsibilities of the Outdoor Pursuits Graduate Assistant position students will increase their knowledge, skills and abilities in the following highly employable areas:

- **Critically Think/ Problem Solving** – Executing sound reasoning while analyzing issues, making decisions and overcoming obstacles.
- **Oral/Written Communication** – Expressing thoughts/ideas in a clear and effective manner both in-person and in written form.
- **Teamwork/ Collaboration** – Building strong collaborative relationships with peers and university/community partners; while demonstrating working through healthy conflict management.
- **Leadership** – Leveraging the strengths of others to achieve a common goal, managing emotions, using empathy to guide and motivate others while organizing, prioritizing and delegating workloads.
- **Professionalism/ Work Ethic** – Demonstrating personal accountability, effective work habits, integrity/ethical behavior, acting with the interests of the larger community in mind and can learn from mistakes.
- **Equity and Inclusion** – Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, abilities and religions. Demonstrating, inclusiveness and the ability to interact respectfully with all people and gain an appreciation of individuals’ differences.
- **Digital Technology** – Integrating existing technologies ethically/effectively to problem solve, complete tasks and accomplish goals while demonstrating adaptability to new and emerging technologies.
- **Career Management** – Identifying and communicating one’s skills, strength, knowledge, experiences and areas of professional growth relevant to desired career goals. Able to navigate and explore job options, career next step opportunities and self-advocate for those opportunities in the workplace.
Student Affairs Mission
We believe that every student has a right to full and equal participation in the university community. We identify and collaboratively eliminate institutional barriers to success and cultivate a student-centered co-curricular experience. We intentionally educate our students on self-awareness, well-being, equity, career readiness, and interpersonal engagement. We seek to understand who our students are and who they want to become. We shape supportive environments for students to grow and belong as they navigate higher education and beyond.

Campus Recreation Mission
Campus Recreation is a student fee funded department that provides an inclusive environment for students to develop healthy behaviors and personal skills. We provide various active experiential learning opportunities within the department programs of Competitive Sports, Fitness & Wellness, Aquatics, Outdoor Pursuits, and Informal Recreation. Through Campus Recreation programs and employment, students will experience personal growth through critical thought and ethical principles; teamwork and civil engagement; diverse cultural perspectives; development of transferable skills; and the cultivation of healthy practices. Our values of inclusivity, collaboration, equity, diversity, well-being, and personal growth are at the core of our programming and staff development. We proudly strive to build a community and culture that is centered on these values.

To Apply
Please submit a résumé or curriculum vitae (including three professional references – name, title, relationship description and length, phone number, and email address), cover letter, outdoor experience log, and ACCT challenge course practitioners portfolio (if applicable) to Wilson Obenhaus, Assistant Director of Outdoor Pursuits, at Robert.obenhaus@unco.edu.

Application Deadline
The application deadline for this position is Friday, April 7th at 5:00pm

For More Information, Please Contact
Wilson Obenhaus
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970-351-4528