GRADUATE ASSISTANT POSITION DESCRIPTION
2022-2023

POSITION TITLE: Graduate Assistant, Campus Recreation Outdoor Pursuits (Master’s Level)

SUPERVISOR TITLE: Coordinator of Outdoor Pursuits

AREA: 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.

POSITION EXPECTATIONS: This position is vital to the success and reputation of the Outdoor Pursuits program. The Graduate Assistant is expected to spend their 18 work hours in person. 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 department 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.

**PROFESSIONALISM & ROLE MODELING**
- Outdoor Pursuits staff are expected to uphold policies outlined in the Housing & Residential Education Handbook, Student Rights and Responsibilities Code of Conduct, and/or Federal and State laws.
- All staff members should suitably carry themselves when interacting with supervisors, peers, campus partners, community members, and students.
- Maintain an effective working relationship with all people in the working environment and UNC community.
- Demonstrate good written, listening, and oral communication skills.
- Demonstrate quality decision-making and evaluative skills.

**MINIMUM QUALIFICATIONS AND ADDITIONAL REQUIREMENTS:**
- 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 2022
- 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

**TRAINING COMMITMENTS:**
Mandatory training is held before the start of both the fall and spring semesters. Training is held on the weekends before the first day of the corresponding semester.

**COMPENSATION:**
- This position is remunerated with graduate, in-state tuition for up to 9 credit hours per semester. Additionally, there is a monthly stipend for eighteen (18) hours per week that begins on August, 15. Graduate students classified as out-of-state will be responsible for covering the difference in tuition and fees.

**CONTRACT PERIOD FOR POSITION:**
The Outdoor Pursuits Graduate Assistant position is a nine-month student leadership opportunity. The contract period is for one full academic year (consecutive Fall and Spring semesters).
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.

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 Vicente Delgado, the Assistant Director of Outdoor Pursuits, at Vicente.delgado@unco.edu.

APPLICATION DEADLINE: The application deadline for this position is Friday, April 15th at 5:00pm.

FOR MORE INFORMATION, PLEASE CONTACT:
Vicente Delgado
970-351-2643
Vicente.delgado@unco.edu