

Graduate Research Assistant-Outdoor Recreation

General Description:

Responsible for the oversight of various aspects of the Outdoor Recreation program. They will be highly involved in programming and facility aspects of Campus Recreation including, but not limited to, personnel management, fiscal management, and risk management. They will also be expected to participate in Professional Development activities and collaborate with staff from all Campus Recreation program areas and several other departments on and off campus.

Primarily responsible for the operation of either the Climbing Center or Sewell Park Outdoor Center. Secondary responsibility will depend on personal preference, experience, and program needs.

Outdoor Recreation is comprised of: Climbing Center, Sewell Park Outdoor Center (park and equipment rental facility), Adventure Trip Program, Team Building & Challenge Course (portables, lows & highs) and Trailhead (first-year wilderness orientation).

Job Duties:

Professional Development:

- Participate in professional development at state, regional, and national levels as well as present at professional conferences and workshops.
- Hold American Red Cross Instructor certification in First Aid, CPR/AED for Adults, Infants, and Child.
- Serve on departmental and divisional teams to represent Campus Recreation.
- Travel to other institutions to learn about and evaluate policies, procedures, challenges, and successes.
- Attend scheduled Campus Recreation professional staff meetings, Campus Recreation Advisory Board Meetings and other meetings as requested.

Personnel Management:

- Develop student staff leadership skills through orientations, in-services, educational lectures, mentoring and one-on-one discussion.
- Recruit, hire, train, assign, supervise, schedule, discipline, monitor, and evaluate student staff.
- Create/update staff forms, revise employee policy manuals and maintain personnel records.
- Maintain careful recordkeeping of daily functions at either the SRC Climbing Center or Sewell Park Outdoor Center.

Facility Management:

- Provide facility supervision of either the SRC Climbing Center or Sewell Park Outdoor Center.
- Coordinate facility reservations and billing.
- Report facility issues and provide facility maintenance/repairs.
- Create and develop facility policy and procedure development and revisions.
- Report maintenance problems through proper channels.
- Answer suggestions from the suggestion boxes.

Fiscal Management:

- Recommend purchasing and inventory of equipment as needed for operation and maintenance of equipment and facility.
- Monitor and approve student time entries.
- Monitor student wage budget for payroll and prepare budget wage projections for upcoming fiscal year.

Statistics & Evaluation:

- Gather data for comprehensive mid-year and end of the year participation reports.
- Evaluate programs, services, and personnel.
- Maintain statistical information regarding Outdoor Recreation program participation.

Risk Management:

- Evaluate, implement, and maintain a Risk Management plan for Outdoor Recreation.

- Participate in risk management trainings and emergency drills.
- Develop and revise risk management policies for the program.

Promotion/marketing:

- Work with the marketing program to produce flyers, banners, brochures, and posters advertising programs, clinics, events, memberships and hours, or other miscellaneous events.
- Promote the Department of Campus Recreation throughout campus.
- Provide upkeep and design of all bulletin boards, panini boards, and sandwich boards designated to promote Outdoor Recreation.
- Provide input into program marketing and development.

Other:

- In accordance with the Student Affairs Division/Campus Recreation Office Strategic Plan, other duties as assigned.
- Requires evening and weekend hours.

Qualifications:

- Bachelor's degree in Recreation, Physical Education, or related field.
- Ability to work with diverse populations, faculty, staff, and students.
- Student must be enrolled in nine graduate hours each long semester and maintain a 3.0 GPA.
- Evidence of effective written and interpersonal communication skills.
- Strong leadership and organizational skills.
- Ability to excel in dynamic and challenging atmosphere.
- Strong written and verbal communication skills.
- Pursue Texas State degree in Recreation & Leisure Services, Exercise Science, Counseling – Student Affairs, Interdisciplinary Studies, or other related degree.
- Word Processing and spreadsheet computer skills.
- Valid driver's license.
- Certifications (or ability to obtain within 3 months of hire) in American Red Cross First Aid, CPR/AED.

Additional Desired Qualifications:

- Desire to continue a career in campus recreation post-graduation.
- Certification as a Wilderness First Aid or Wilderness First Responder.
- Experience or certification as a Climbing Wall Instructor or route setter.
- Experience or certification as a team building or challenge course facilitator.
- Experience with extended backcountry activities of various disciplines.
- Experience with first-year wilderness orientation programming.
- Knowledge of student learning and student development theories.

Terms of Employment:

- The position works 20 hours per week.
- Must be skilled in multi-tasking and available to work evenings and weekends.
- Will participate in professional activities at the local, state, and regional level.
- Two-year appointment, 12-month appointments for first year.
- Salary: \$1,317 a month and \$1,377 for second year.
- Travel funds: \$500 for first year and \$600 for second year.

Selection Procedure:

This assistantship is open until filled. Review of application begins March 1, 2023. For more info, call 512-245-2392.

Please send a resume, cover letter, and three (3) professional references to:

Andrew Morreale

Amm685@txstate.edu

512.245.8748