Position Description

**JOB TITLE:** Graduate Assistant, Adventure Recreation  
**DATE REVISED:** February 13, 2014

**CLASSIFICATION:** Part Time  
**DEPARTMENT:** Campus Recreation

**REPORTS TO:** Assistant Director  
**WAGES:** $9,000.00 stipend & tuition waiver

**Essential Responsibilities**
The Graduate Assistant of Adventure Recreation is responsible for assisting in day to day operations and management of the Outdoor Adventure trip series (30+ trips each year), outdoor equipment rental center, teambuilding & initiatives, and our 36’ climbing wall. This position assists in managing all aspects of program, equipment rentals, student staff oversight as well as volunteer trip staff.

**Outdoor Adventure Trip Series**
- Lead UAB students, faculty, staff, and community members on a wide range of outdoor trips including backpacking, canoeing, kayaking, climbing, rafting, day hiking, skiing, and more
- Assist in training of student trip leaders
- Work with director to plan and organize outdoor trips, create trip schedule, manage trip enrollment, schedule trip leaders
- Trip duties include obtaining necessary permits, booking campsites, securing transportation, conducting pre-trip meetings, and ensuring first aid kits are well-maintained
- Drive trip participants in University vehicles – It is important that your driving record meet university insurance standards.
- Advertising – Manage requests to marketing interns, coordinate campus signage, manage social media (Facebook, Twitter) and program email account

**Rental Center**
- Oversee rental center and equipment, including maintenance, associated paperwork, and knowledge of CSI computer system
- Obtain quotes and purchase orders for new rental and trip equipment
- Create staffing schedule for rental center desk
- Work a minimum of 20 hours per week in the Outdoor Pursuits office (also be available for weekend and some holiday break trips)

**Climbing Wall**
- Manage Climbing Wall staff and gear
- Create staffing schedule for climbing wall
- Teach belay technique and safety session once per week
Other Responsibilities
- Evening/Weekend work responsibility as required.
- Work within a non-smoking environment.
- Other duties as required.

Minimum Requirements
[The requirements listed below are representative of the minimum education and/or hands-on experience necessary to perform each essential responsibility.]

- Bachelor’s degree in recreation, sport management or related field.
- Must have a 3.0 GPA or higher
- Accepted to a UAB Master’s program
- At least 1-2 years of progressive experience in recreation management.
- Demonstrated experience in developing and implementing policies and procedures.
- Fiscal integrity.
- Human resource management abilities.
- Leadership and supervisory abilities.
- Extended outdoor living skills.
- Ability to work as part of a professional team that collaborates effectively with colleagues.
- Entrepreneurial spirit and enthusiasm.
- Analytical skills to: identify problems, assess alternatives, render consistent, logical decisions.
- Knowledge of standard practices in recreational sports
- Ability to thrive in an environment that values high expectations, accountability, and balanced lifestyles.

Preferred Requirements
- AED/CPR Professional Rescuer Instructor Certified (or willing to obtain)
- Wilderness First Responder (or willing to obtain)
- ACA Level III (or willing to obtain)
- AMGA SPI (or willing to obtain)

Human Relations
Internal contacts include staff at all levels. External contacts include external customers and vendors. Contact involves troubleshooting, informing, exchanging information, negotiating, making recommendations, and giving information or instructions.

Competencies
[The competencies listed below are representative of the knowledge, skills, and/or abilities required to perform each essential function.]

Technical Competencies
- Proficiency with Microsoft Office suite.
- Knowledge of Spectrum CSI software.

Employee Acknowledgement
By signing below I acknowledge that I have read and understand the purpose, essential responsibilities, minimum requirements, competencies, work environment, equipment, and physical demands required of my job as described above. Further, I acknowledge that if, because
of a disability, I need an accommodation in order to perform the essential functions of my job, I will notify the human resources department, who will work with me to determine what, if any, reasonable and effective accommodation can be made.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. I understand that this is not an exhaustive list of all duties and responsibilities, and that Centers reserves the right to amend and/or change responsibilities to meet business and organizational needs.

________________________________________  ________________________
Employee                                      Date