Graduate Assistant for Outdoor Programs

GENERAL INFO:
The Graduate Assistant for Outdoor Programs at the North Dakota State University Wellness Center will assist the Campus Recreation and Intramural Sports Coordinator in the overall organization and administration of a comprehensive outdoor recreation and equipment program that provides equipment rental and experiences to the NDSU community.

RESPONSIBILITIES:
Coordination of Outdoor Recreation and Programs (60%)
- Assist in planning, promoting, supervising, and operating outdoor programs.
- Develop and implement a comprehensive training program regarding equipment setup, maintenance and storage. Perform maintenance as necessary.
- Research and plan outdoor activities; promote outdoor recreation offerings.
- Assist in designing, evaluating and assessing workshops and trips.
- Lead 1-2 trips per semester.
- Update and review necessary policy and documentation for outdoor recreation.
- Manage all records for equipment reservations, waivers, payments and other documentation.
- Supervise rental operations: rental process, weekly and monthly inventory, usage tracking and replacement needs.
- Understand and manage all technical aspects of outdoor equipment inventory.
- Maintain, clean and care for all outdoor recreation equipment; ensure that all equipment is maintaining high safety standards.
- Assist in managing a long-term repair and replacement plan for all equipment.
- Manage all outdoor program information in Fusion, including: reporting, tracking inventory, communication and outstanding charges.
- Maintain current knowledge of best practices and industry trends with a focus on safety concerns and risk management.

Staff Supervision and Other Duties (40%)
- Assist with budget development and purchasing.
- Assist in the supervision of approximately 20 student recreation staff.
- Assist in the management of all recreation and intramural equipment.
- Assist in supervising student and part-time staff within recreation and intramural sports.
- Assist in the marketing and promotion of all recreational programs ensuring accuracy of information.
- Cover shifts at the recreation desk as needed.

MINIMUM QUALIFICATIONS:
- Must have completed a Bachelor’s Degree from a four-year institution.
- Must be accepted and enrolled full-time in an NDSU graduate program.
- Must continuously be in good academic standing throughout the period of the graduate assistantship.
- Must have Red Cross CPR/AED and First Aid Certifications (or able to obtain them within the first month of employment).
- Must complete a criminal background check.
- Must not have outside employment which would conflict with the requirements of the position.
• Must be able to demonstrate a working knowledge of computer programs such as Microsoft Word, Excel, Outlook, Innosoft Fusion and other similar programs.

PREFERRED QUALIFICATIONS:
• One year work experience with camps, municipal recreation, outdoor gear, park district, campus recreation, etc.
• Work experience with student staff in a university setting.
• Demonstrate a working knowledge of a variety of equipment (canoes, kayaks, trailers, camping gear)
• Experience supervising with effective leadership.
• Ability to effectively communicate, both verbal and written.
• Involvement in the NIRSA community.

TERMS OF EMPLOYMENT:
This position requires 20 hours per week, including evening and weekend hours and partial availability over semester break week(s). Appointment of position is for a maximum of 2 years, with the 2nd year based on performance and annual responsibility review.

STIPEND:
$9,000 for a 9-month appointment and a full base NDSU tuition waiver (student is responsible for some associated fees and books). Professional development opportunities are available.

APPLICATION MATERIALS:
• Cover letter
• Resume
• Three professional references (names, addresses and phone numbers)

Initial review will begin immediately; applications will continue to be accepted until the position is filled.

Submit application materials to:
Courtney Berntsen
Coordinator for Campus Recreation and Intramural Sports
North Dakota State University
courtney.berntsen@ndsu.edu
701-231-7384