



**Outdoor Recreation
Graduate Assistant
Department of Athletics & Recreation**

Emory Recreation and Wellness is offering a graduate assistantship in outdoor recreation.

Function

The Graduate Assistant of Outdoor Recreation will assist the Coordinator of Outdoor Recreation and the Assistant Director of Outdoor Recreation in the oversight and administration of all aspects of the Outdoor Recreation Program at Emory University including the climbing wall, equipment rental, outdoor recreation trips and clinics, team building program, and Pre-Orientation programming.

Emory Recreation and Wellness offers outdoor recreation trips in collaboration with Outdoor Emory, a student-led club, with over 800 members and 25+ trip leaders. Each summer, an average of 150+ incoming freshman participate in the SOAR pre-orientation program. (Summer Outdoor Adventure Retreat)

This graduate assistant position is a two-year opportunity that includes a tuition waiver to Georgia State University and a \$10,000 stipend for 9 months. This position requires 20 hours per week with the option for hourly summer employment within outdoor recreation, SOAR Pre-Orientation, and camps. Graduate Assistants may also receive additional funding for professional development opportunities and/or certifications.

Responsibilities

Student support – 50%

- Recruit, hire, train, supervise, evaluate & develop 50+ students annually.
- Organize and conduct meetings and training sessions for trip leaders, clinic instructors, supervisors, and student staff.
- Provide growth-oriented feedback, guidance, and support for student staff.
- Assist in student outdoor leadership development and trip leader training.
- Develop, organize, and implement schedules for climbing wall and Eagle Adventure Center staff.
- Assist with student payroll and budget projections and reconciliation.

Programming – 30%

- Report to and work collaboratively with the Coordinator of Outdoor Recreation and Assistant Director of Outdoor Recreation in the administration and continuous development of the Outdoor Recreation program at Emory University.
- Collaborate with Outdoor Emory, the Coordinator of Outdoor Recreation, and Assistant Director of Outdoor Recreation to develop and implement engaging and inclusive experiences for Emory University students, staff, faculty, and community members.



- Assist in the planning, marketing, coordination, execution, and active facilitation of outdoor recreation trips, clinics, and special events.
- Assist with on-site supervision of outdoor recreation areas in the Woodruff P.E. Center including the Eagle Adventure Center, Climbing wall, and various storage areas.
- Lead as the primary trip leader for at least 2 outdoor recreation trips per semester.
- Assist in the instruction of a rock climbing PE course each semester and/or other outdoor recreation related PE courses.
- Collaborate in marketing and advertising strategies for all Emory outdoor recreation.
- Assist in the development and facilitation of team building program offerings for on campus partners and external organizations.
- Work with other areas within Athletics and Recreation and campus partners to offer creative and collaborative programming.
- Compile and maintain outdoor program records including end-of-year reports, participation records, operations manual, and evaluate program effectiveness.
- Participate and benchmark against peer institutions and governing associations to maintain knowledge of outdoor recreation standards and trends in higher education.

Administrative – 20%

- Oversee inventory, maintenance, and assist in ordering of outdoor equipment for programming and rentals.
- Assist in budget management and financial record-keeping for trips and general operations.
- Actively work to increase awareness of the outdoor recreation program through marketing and outreach across campus.
- Serve in an on-call function to support on-campus operations and off-campus outdoor recreation trips.
- Review and process weekly reports and forms within the outdoor recreation program to help maintain professional consistency and accountability.
- Create, evaluate, and update staff manuals, job descriptions, and staff expectations for outdoor recreation staff.
- Conduct regular communications and meetings with outdoor recreation staff, Outdoor Emory, and professional staff.
- Conduct risk assessments for planned activities and assist in the creation of risk mitigation strategies.
- Enforce policies and procedures consistently with all staff, patrons, and program participants.
- Aid in the development and maintenance of participant records, waivers, medical forms, and other relevant documentation.
- Engage in continuing education and continually seek out professional development opportunities.
- Evening and weekend work are required.



Authority

The Outdoor Recreation Graduate Assistant has the authority to oversee the programmatic operations of the Outdoor Recreation programs. This position supervises student employees and assists with the training and development of participants and student employees.

Accountability

The Outdoor Recreation Graduate Assistant shall under no circumstances authorize expenditures in excess of budgets or supersede University policies without prior approval. Requires contact with department and University faculty, staff, students, parents, vendors, and the general public.

Qualifications

- Must possess a bachelor's degree.
- Acceptance into the Sports Administration master's program at Georgia State University. Resume, letters of recommendation, goal statement, and 2.75 GPA required. For full admissions requirements for this program please visit the [Georgia State Admissions website](#).
- Knowledge in various outdoor activities, including backpacking, rock climbing, kayaking and canoeing, mountain biking, etc.
- Knowledge of team building program facilitation and debriefing.
- Wilderness First Aid Certification or higher, or ability to earn certification within 30 days of hire.
- Ability to work independently and as a part of a professional team that collaborates effectively with colleagues.
- Ability to thrive in an environment that values high expectations, accountability, and balanced lifestyles.
- Ability to bend, stoop, twist, and lift up to 50 pounds.
- Valid driver's license is needed, as some departmental vehicle use may occur.

For questions about the position, please contact Kristin Sliger at kslige2@emory.edu.