



WESTERN KENTUCKY UNIVERSITY
GRADUATE ASSISTANTSHIP: Outdoor Recreation Adventure Center

The Outdoor Recreation Adventure Center Graduate Assistant is responsible for assisting the Outdoor Recreation & Challenge Course Coordinator in developing and organizing comprehensive outdoor recreation programs that serve a diverse university community of 21,000 students, faculty, and staff. This includes the evaluation, supervision, and marketing of the program as well as assisting in the planning of annual special events.

Responsibilities include but are not limited to:

- Coordinate, instruct and assist ORAC Adventure trips. Trips include, but are not limited to, rafting, kayaking, backpacking, rock climbing, hiking, caving, canoeing, sailing, and skiing.
 - Duties on these trips include, but are not limited to, responsibility of participant safety, driving a 12 passenger van on average of 2-4 hours, decision making while in the field, tracking of receipts and monies spent on trips, guidance of assistant trip leader, gear staging, and gear testing.
- Assist in planning, and attending annual Trip Leader Training
- Overall management and supervision of the Outdoor Recreation Adventure Center
- Coordinate and instruct ORAC clinics. Clinic topics include, but are not limited to, orienteering, trip planning, backcountry cooking, and Leave No Trace classes.
- Inventory, repair, and maintenance of ORAC outdoor equipment.
- Develop, publish, and distribute the ORAC program marketing materials.
- Oversee daily operations for the bike shop this includes, but is not limited to, bike maintenance and inventory purchasing
- Program development and production of internal documentation and manuals.
- Recruit, hire, train and supervise ORAC student staff.
- Assist in the development of student staff through staff training, goal setting, and evaluations.
- Adhere to daily office hours centered around ORAC Gear Shop operating hours (flexible with class schedule)
- Assist the full-time staff in the presentation of various in-service programs.
- Serve as professional staff (rotating nights and weekends) on duty for overall management and supervision of all staff, programs, and recreational sports facilities to include opening and closing facility and managing customer-related situations and emergencies
- Assist with all departmental special events.
- Be skilled in multi-tasking and available to work evenings and weekends
- Perform other duties as assigned.

Required Skills, Experiences, and Certifications

- CPR, First Aid, AED

Preferred Skills, Experience, and Certifications:

- Wilderness First Responder (highly recommended), Wilderness First Aid, Swift Water Rescue, Leave No Trace Instructor, CPR/First Aid/AED Instructor
- A valid driver's license and approved driving record (driving check required at time of appointment).
- Previous experience working in an outdoor recreation and education program, equipment rental operations, and/or adventure-based trip program.

Graduate School Requirements:

- Bachelor's Degree from an accredited four year institution.
- Graduate admission requirements vary by program.
- Must be enrolled on a full-time basis (minimum 6 hours per semester) to receive graduate assistantship, stipend, and tuition waivers.

Stipend and Tuition:

- \$9,500 Stipend (August – May)
- Out of State Tuition Waived
- Full Tuition Waiver (6 hours during the fall and spring semesters, online class fees not covered)
- Health Insurance (if needed)
- \$1,000 professional development (upon request and approval)
- Summer employment available

Commitment:

- 2 Year Appointment

Graduate Assistant training begins August 3, 2020.

To apply, send a cover letter, resume, trip log of past 2-3 years, and two professional letters of recommendations to:

Haley Gouine
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Campus Recreation & Wellness
Western Kentucky University
Preston Health & Activities Center
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