TITLE:
Outdoor Adventure Graduate Assistant

ROLE:
The Kent State University Adventure Center includes the operation of the indoor climbing wall, outdoor rental center, adventure trips and outdoor instruction program, the teambuilding programs, Disc Golf, Flashfleet Bike Share, and the Crooked River Adventures canoe/kayak livery located on the Cuyahoga River. The Graduate Assistant will support the Outdoor Adventure staff by assisting with the day-to-day management of the Adventure Center program; including program implementation, student staff supervision, training, and development.

PAY RATE:
- $7,000 for 9-month appointment (mid-August – mid-May; 20 work hours per week)
- Second year renewable based upon satisfactory performance
- Waiver of fees (up to 18 hours per year) cover fees associated credit hours required for master’s program. This rate does not apply to summer semester. Program specific fees may not be covered.
- Book Scholarship, if funding is available: $150 first year; $200 second year
- Assistance with health insurance costs (if necessary)
- Professional development funding is available up to $500 per year
- Summer employment available (hourly rate: $12/hour year one; $13/hour year two)
- Hourly pay over Winter, Spring, and Summer Break if working
- Internship placement opportunities available

REQUIREMENTS:
- Bachelor’s Degree conferred at the time the graduate assistantship begins
- Unconditional admission to an academic graduate program at Kent State University
- Maintain good academic standing and must carry a minimum of eight hours of graduate credits during each semester of the academic year appointment. Appointees may not accept any other paid employment within the university during the tenure of their appointment.
- Experience working with college students in outdoor recreational programming to include: backpacking, camping, paddling, rock climbing, hiking, and rappelling
- Experience in adventure education programming including new games, group initiatives, trust exercises, low challenge course, and high challenge course elements.
- PREFERRED: Experience teaching outdoor recreational activities at the collegiate level, including kayaking and rock climbing.
- PREFERRED CERTIFICATIONS: Wilderness First Responder, ACA Canoe or Kayak Instructor, AMGA Climbing Wall or Single Pitch Instructor, Leave No Trace, ARC Lifeguard, and ARC First Aid/CPR/AED instructor.

RESPONSIBILITIES:
The Graduate Assistant’s main responsibility is to ensure the smooth operations of the Adventure Center, through quality customer service and knowledge of the program. Responsibilities include, but are not limited to the following:
**Professionalism/Work Ethic:**
- Attend all mandatory Departmental and area trainings/meetings
- Take active role in Department special events and promotional activities
- Adhere to the dress code of the Department and/or area
- Maintain an orderly environment by cleaning machines and keeping equipment in its proper location
- Taking initiative to stay busy at all times by finding tasks to complete; may be unsupervised for short periods of time

**Critical Thinking/Problem Solving:**
- Handle conflict and respond to medical/urgent situations
- Assist with the many needs of our patrons and contribute to a positive environment

**Leadership:**
- Recognize the strengths of self and others to reach common goals
- Lead TLC, low challenge course, and high challenge course programs, trips, etc.
- Supervise the Crooked River Adventures livery manager throughout the livery season of May-October if employed during the summer months
- Assist with and/or manage the FlashFleet bike share program throughout the season of March-November
- Assist with equipment and supply purchases and inventory, budget development and fiscal accountability, monthly and annual reports, needs assessments and program evaluations, and other administrative growth opportunities as assigned
- Serve as a leader and mentor to undergraduate student personnel
- Plan, prepare, and lead adventure trips, instructional clinics, and workshops
- Oversee Community Events at the Adventure Center

**Digital Technology:**
- Develop an understanding of all area-specific technology including Fusion, Safe Harbor, Google Site, Outlook email & Calendar, and Microsoft Office
- Coordinate staff schedules for indoor climbing wall, adventure trips, instructional clinics, TLC programs, Crooked River Adventures canoe/kayak livery, and Adventure Center meetings
- Create newsletter for Adventure Center

**Verbal/Written Communication:**
- Engage in respectful, professional communication with all patrons and coworkers
- Assist with all student staff trainings
- Process group folders for the TLC program, including communication with the group leader, facility reservations, scheduling staff, creating agendas, and preparing equipment
- Send weekly email updates to staff
- Assist with and/or teach PWS activity classes, including Beginning Rock Climbing and Introduction to Kayaking

**Teamwork/Collaboration:**
- Work collaboratively with all areas to work towards Department’s mission
- Assist with hiring, supervision and evaluation of student personnel
Career Management:
• Participate in semesterly evaluations to measure professional development and work competencies

Global/Intercultural Fluency:
• Contribute positively to an inclusive environment

Other:
• Oversee Disc Golf and Archery programs
• Update staff mailboxes every semester
• Plan staff events like parties, farewell gifts, etc.

**HOURS:**
Hours are set each semester and during break periods by the Assistant Director of Outdoor Adventure. The Graduate Assistant is contracted to work one week prior to the start of each semester and through the Saturday of finals week. G.A. may work as needed during university break periods for additional compensation. All hours worked will be recorded and reported to supervisor weekly.

**APPEARANCE AND DRESS:**
Staff will be clean and neatly attired while on duty. Business casual clothing and nametag will be worn at all times. Exceptions will be made when staff are working in the field. In such case, river shoes can be worn on the water and hats can be worn as sun protection. Kent State apparel can be work on Fridays.

**SUPERVISOR:**
The Graduate Assistant’s immediate supervisor is the Assistant Director of Outdoor Adventure.

**APPLICATION PROCEDURE:**
Submit letter of application, resume, and three letters of recommendation to:
Chris Lukas
Assistant Director, Outdoor Adventure
Kent State University
Department of Recreational Services
1550 Ted Boyd Dr.
Kent, OH 44242-0001
Email: clukas@kent.edu

**CLOSING DATE:**
Preference will be given to applications received by, February 1st, 2020. The position will remain open until filled

**ASSISTANTSHIP START DATE:**
Monday, August 17th, 2020 (Earlier start date may be available)
GRADUATE PROGRAM INFORMATION:
Preferred candidates shall pursue one of the following graduate degree programs listed below; however, applicants interested in other graduate degree programs are also encouraged to apply.

- College of Business Administration (Admission Requirements)
  - MBA
- School of Communication Studies (Admission Requirements)
  - M.A. Communication Studies
- College of Public Health (MPH) (Admission Requirements)
  - MPH Biostatistics
  - MPH Environmental Health Sciences
  - MPH Epidemiology
  - MPH Health Policy and Management
  - MPH Social and Behavioral Sciences
- College of Education, Health and Human Services (EHHS) (Admission Requirements)
  - M.ED. Higher Education Admin & Student Affairs
  - M.ED. Physical Education
  - M.S. Nutrition
  - M.A. Hospitality & Tourism Management
  - M.A. Sport and Recreation Management
  - M.A. Sports Studies

GRADUATE SCHOOL ADMISSIONS AND APPLICATION INFORMATION:
- Minimum GPA of 3.0 required for admission
- GRE may be required (contact Graduate Coordinator for SFLA for more details)
- Applications for graduate school may be obtained from the SFLA website listed below.

School of Foundations, Leadership and Administration website
http://www.kent.edu/ehhs/fla

Department of Recreational Services website
http://www.kent.edu/recservices

Kent State University website
http://www.kent.edu/

Kent State University, an equal opportunity, affirmative action employer is committed to attaining excellence through the recruitment and retention of a diverse work force.