Graduate Assistant for Outdoor Adventure – 1 position

The Graduate Assistant (GA) reports to the Assistant Director of Outdoor Adventure (OA). The GA is responsible for implementing policies and procedures, which contribute to the development of a safe, professionally managed, and well organized Outdoor Adventure Program. The GA will oversee the Challenge Course Program and an additional area among the Adventure Trips, Climbing Tower, Lake Claire and Outdoor Adventure Center. The GA will also assist in the daily supervision of the all OA program areas (Adventure Trips, Lake Claire and Outdoor Adventure Center). The GA will participate as an active team member to the Recreation and Wellness Center Staff. A focus on positive customer service and student development is expected in all aspects of the facility operations.

Duties and Responsibilities

- Maintain daily office hours and scheduled program field supervision hours.
- Hire, train, supervise, and evaluate Challenge Course and other OA Staff student staff.
- Coordinate, plan, and lead student staff trainings and provide opportunities for staff development.
- Responsible for scheduling of all Challenge Course facilitators and programs.
- Lead Challenge Course groups as needed.
- Administer payroll and operations budgets for areas of supervision.
- Assist with the preparation of budget proposals and annual reports.
- Assist in the creation, implementation and enforcement of policies and procedures.
- Assist with development of marketing plan and execution of marketing strategies for the Outdoor Adventure program.
- Collect, input, and analyze hourly usage and statistical data for area.
- Log, track and assist in the purchase inventory for indoor and outdoor facility equipment.
- Assist with strategic planning development.
- Evaluate and monitor risk management in different program areas.
- Must obtain CPR/AED/ First Aid instructor certification within 6 months of employment.
- Serve on RWC committees and participate in GA development program.

Preferred Work Experience and Requirements:

- Proven experience of a minimum of 250 hours facilitating groups through low and high rope courses.
- Must have a valid Drivers’ License.
- Ability and willingness to work evening and weekend hours.
- Excellent oral and written communication skills.
- Awareness of safety concerns and risk management.
- Awareness of, and appreciation for, individual uniqueness and diversity.
- Experience providing positive, prompt customer service.
- Current First aid and CPR certification.
- Preferred Wilderness First Responder Certification.
- Must obtain CPR/AED/ First Aid instructor certification through department in first semester.
- Must obtain Florida Drivers License within 3 months of employment.

Compensation and Tuition Support:

- Stipend: $11,500 for fall and spring. Additional employment expected during the summer between academic years of assistantship (additional stipend of $3,400).
- Period of Employment: August 15 - May 15 (36 weeks). Includes 2 weeks off during winter and 1 week off in spring.
- Tuition support: Waiver of 100% tuition (in-state and out-of-state) for all semesters of full enrollment. Student is responsible for additional fees not covered by tuition (i.e. Health Fee, Technology Fee, Athletic Fee, Activity and Service Fee, etc.)
- Free student health insurance plan.

Application Procedure:
Candidates should apply via e-mail to Nathan Vink at Nathan.Vink@ucf.edu

Please send a letter of interest, resume, and list of references. Applications must include GRE score and current undergraduate GPA (including the last 60 hours) or will be considered incomplete. Please note that UCF requires a minimum 3.0 GPA and a competitive GRE score. All GA Candidates must successfully pass a criminal background screening and disclose information in compliance with the Fair Credit Reporting Act. Offers of employment are conditional upon acceptance into a full-time graduate program at the University of Central Florida. For priority consideration during the initial screening, applicants should apply by February 2nd.