

Graduate Assistant for Outdoor Pursuits Recreational Sports Department The University of Tennessee, Knoxville

Position Duration: Beginning in June/July 2020, "at will" position, renewable with option for 2nd year

Number of Work Hours per Week: 50% time, minimum 20 hours per week

Stipend: \$1,325/month, \$15,900/year - tuition waiver provided (in or out of state), plus Student Health Insurance.

Summary:

The Recreational Sports Department provides opportunities for the social and physical development of students through: aquatics, facilities operations, fitness, informal recreation, intramural sports, outdoor recreation and sport clubs. The graduate assistant for outdoor pursuits works closely with the outdoor recreation director in administering and supervising outdoor recreation programming for students, faculty and staff.

Program Area Responsibilities:

- Assist in promoting, supervising and evaluating Outdoor Pursuits.
- Assist in recruiting, hiring, training, supervising and evaluating student employees.
- Assist in monitoring the program spending and expenses.
- Assist in the collection of participation statistics and accident reports.
- Assist in inventory control and maintenance of outdoor recreation equipment.
- Assist in the planning, implementation and leadership of a variety of outdoor activities and events.
- Ensure adherence to departmental safety/risk management procedures.
- Enforce policies and procedures consistently to all participants and staff.
- Assist with all outdoor pursuits assessment research.
- Work responsibilities include frequent evenings, weekends, and extended breaks.

Department Specific Responsibilities:

- Assist in planning, coordinating and supervising programs, activities and special events in RecSports facilities.
- Supervisory responsibilities include regular daily office hours.
- Enforce facility policies and procedures consistently to all participants.
- Ensure adherence to departmental safety/risk management procedures.
- Drive UT vehicles upon supervisor request.
- Work on special projects to help improve the department in serving the university better and help generate and maintain statistical reports.
- Perform other duties as assigned by any member of the RecSports professional staff.

Qualifications:

All candidates must have a bachelor's degree with a minimum 3.0 grade point average. A demonstrated record of outdoor experience in a variety of activities, including at least one of the following: whitewater kayaking, rock climbing, stand up paddleboarding, or cycling and 2 other activities such as but not limited the following: backpacking, whitewater canoeing, sea kayaking, indoor climbing, or caving. As well as experience in leading and programming with groups in an outdoor setting. Exceptionally strong interpersonal and communications skills are essential as is the ability to work independently. CPR and Wilderness First Responder certifications required. ACA, AMGA, IMBA or other certifications preferred. Must have a valid driver's license. **Candidate must qualify for full graduate student status and be accepted/enrolled in the University of Tennessee Graduate School before assistantship begins.**

The University of Tennessee, Knoxville, in its efforts to ensure a welcoming environment for all persons, does not discriminate on the basis of sexual orientation in its campus-based programs, services, and activities. Inquiries and complaints should be directed to the Office of Equity and Diversity.

To Apply:

To assure full consideration, a letter of interest summarizing qualifications and relevant experience; resume; official copy of undergraduate transcript; and names, emails, and phone numbers of three references should be submitted to Trey Knight, Outdoor Recreation Director: treyk@utk.edu.

Application deadline:

Applications will be accepted until the position is filled.

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Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the UTK Office of Human Resources, 600 Henley Street, Knoxville, TN 37996-4125.

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