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

Position Duration: Two assistantships available, beginning in June/July 2022, “at will” position, renewable with option for 2nd year

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

Stipend: $1,500/month, $18,000/year - tuition waiver provided (in or out of state), plus Student Health Insurance.

Summary:

The RecSports Department provides and delivers recreational experiences that enhance the growth & well-being of our students and community through programs, facilities, services, and employment. As a part of RecSports, The University of Tennessee Outdoor Pursuits works to provide outdoor education and opportunity for all Volunteers at the UTK campus. The graduate assistants for Outdoor Pursuits work closely with the outdoor recreation coordinator in administering and supervising outdoor recreation programming for students, faculty and staff.

Program Area Responsibilities:

Assist in:

- Promoting, supervising, and evaluating all Outdoor Pursuits offerings.
- Planning, facilitation, and execution of a robust adventure trips program, including single and multi-day trips.
- Manage daily operations of facilities, including the Vol Wall climbing wall, Outdoor Center, and Bike Shop
- Recruiting, hiring, training, supervising, and evaluating student employees.
- Monitoring the program spending and expenses.
- Collection of participation statistics and accident reports.
- Inventory control and maintenance of outdoor recreation equipment.
- Planning, implementation, and teaching of a semester long outdoor leadership class
- Ensure adherence to departmental safety/risk management procedures.
- Enforce policies and procedures consistently to all participants and staff.
- 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; RecSports facilities on a rotational basis that includes evenings, weekends, and on-call responsibilities.
- Enforce facility policies and procedures consistently to all participants.
- Ensure adherence to departmental safety/risk management procedures.
- Drive UT vehicles upon supervisor request.
- Serve as an instructor of First Aid/CPR/AED for student staff training – required to teach a minimum of one class per semester (training will be provided).
- 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, and 2 other activities such as but not limited the following: stand up paddleboarding, cycling, 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. Minimum of Wilderness First Aid certification required, Wilderness First Responder certifications highly desirable. 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.

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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 Josh Elder, Outdoor Programs Coordinator: jelder5@utk.edu

Application deadline:

Applications will be accepted until the position is filled. Application review will begin December 1, 2021

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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.

Revised 09/02/21 JE