The Outdoor Pursuits Graduate Assistant will work closely with the Assistant Director to develop and manage a broad-service outdoor recreation program, emphasizing student development, wellness, environmental stewardship and adventure. This assistantship is designed to pair with a course of graduate study and effectively develop a high-functioning student leader into a capable student affairs professional, with a solid base of experience and proficiency in the full scope of necessary competencies.

**Position Responsibilities**
- Assist with all facets of the Outdoor Pursuits program, including development and management of adventure trips, the climbing wall and Outdoor Resource Center;
- Recruit, hiring, training, scheduling, supervision and evaluating student staff;
- Occasional weekend and some holiday travel as part of adventure trips;
- Lead student outreach and marketing efforts for the program;
- Coordinate events with internal and external departments/programs;
- Perform 5-10 hrs/week clerical duties including detail-sensitive paperwork and routine data entry;
- Assist with annual planning and budgeting;
- Assist with tracking, assessment and reporting of program goals, operational and student learning outcomes;
- Assist with implementation and review of the outdoor pursuits risk management plan;
- Assist student staff with all aspects of routine operations, including customer service, climbing wall operations, equipment lending, maintenance and cleaning;
- Represent Campus Recreation in campus community via committee involvement and participation in various university functions;
- Perform additional duties as assigned.

**Minimum Qualifications**
- Bachelor’s degree in a relevant major;
- Enrolled in a degree seeking graduate program at UTSA;
- Experience working in an outdoor recreation program;
- Excellent written and oral skills and the ability to work with diverse groups;
- Current Wilderness First Responder certification;
- A valid driver’s license and excellent driving record;
- Working knowledge of PC hardware and Microsoft Office software.

**Preferred Qualifications**
- Experience in training and evaluating trip leaders and climbing wall staff;
- Experience in planning, supervision and program development;
- Current certifications in one of more of the following: Wilderness First Responder, Swift Water Rescuer, Single Pitch Climbing, Canoe/Kayak, Leave No Trace.

**Expectations**
- Demonstrate positive leadership qualities
- Serve as an informal coach and mentor to students
- Present a professional appearance and attitude
- Maintain a high standard of customer service
- Model a commitment to ongoing leaning and development
- Demonstrate effective interpersonal skills, initiative and team-oriented focus
- Model inclusion and promote an appreciation for diversity
- Act an ambassador for Campus Recreation both at work and away
Compensation
- $16.35/hour @ up to 20 hours/week
- 50% of health insurance premium paid.
- Financial assistance provided for professional development conferences/workshops.
- UTSA is unable to provide out-of-state tuition & fee waiver.

Eligibility
- Experience working as an undergraduate in a university recreation setting.
- Successful completion of criminal background check.
- Acceptance into the University of Texas at San Antonio Graduate School (application deadlines vary)
  www.graduateschool.utsa.edu
- Graduate assistants must maintain all graduate school enrollment criteria and departmental standards, and performance and progression requirements to sustain eligibility.

Application Process
- Send a cover letter, resume, references to Dave Denny, Assistant Director of Outdoor Pursuits.
- Please send the information packet via email to dave.denny@utsa.edu

Questions
- Contact 210-458-6565 or dave.denny@utsa.edu

THE UNIVERSITY OF TEXAS AT SAN ANTONIO IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY. THE UTSA CAMPUS IS ACCESSIBLE TO PERSONS WITH DISABILITIES.