CLEMSON UNIVERSITY – OUTDOOR RECREATION GRADUATE ASSISTANT
The Outdoor Recreation Graduate Assistant will serve in an administrative role with the Clemson Outdoor Recreation and Education Program. Applicants must be accepted into one of Clemson University’s on-campus graduate degree programs beginning July or August of the year of employment. This position is 12 months/25 hours per week with a stipend of $12,500 renewable on a yearly basis and is dependent on the maintenance of satisfactory academic standing. Hours may include weekday office hours, weeknight hours, and occasional weekend trips.

I. Duties and Responsibilities

• Responsible for implementing all personnel procedures pertaining to hiring, training and supervision of Outdoor Recreation student employees.
• Develops trip and event calendar for Spring, Fall and Summer.
• Responsible for Outdoor Recreation promotions to include campus publications, posters, e-mail, flyers and web-site.
• Responsible for ensuring that student employees and participants adhere to safety guidelines and follow appropriate emergency/accident procedures for all injuries and incidents.
• Hire, train, supervise and discipline all students employed as student managers, trip leaders, and equipment rental attendants.
• Responsible for oversight of the equipment rental inventory and maintenance of all outdoor recreation equipment.
• Assist the Outdoor Recreation Coordinator in the evaluation of all programs and staff.

II. Knowledge, Skills and Abilities

• Knowledge of use and maintenance of various type of outdoor equipment.
• Knowledge of various computer software systems; MS Office, Outlook, Adobe, Fusion, etc..
• Skill and teaching/trip leading experience in Backpacking and at least one other area; Whitewater Kayaking, Mountain Biking, Canoeing, Rock Climbing, etc
• Knowledge and experience in employee supervision and training.

III. Qualifications

Required
• Hold First Aid, CPR, & AED certification or acquire such certification within 30 days of hire.
• Must meet requirements of the Campus Recreation Vehicle Policy as a Van Driver.
• Position subject to criminal background check.

Preferred
• Wilderness First Responder
• Experience in multiple outdoor recreation activities with certifications from ACA, AMGA, etc...
• Bike Maintenance Experience
• American Red Cross First Aid/CPR/AED Instructor Certification

TO APPLY: Email cover letter, resume and three references to Robert Taylor, Associate Director of Programs at rtaylo4@clemson.edu Review of Applications will begin on December 1st, 2015. Deadlines for graduate degree programs vary by academic department. Preferred start date is June 1st, 2016.