Adventure Leadership Graduate Assistant

PROGRAM OVERVIEW
Campus Recreation and Wellness at East Carolina University provides the following programs and services for the campus community: wellness, intramural sports, physical activity & fitness, informal recreation, club sports, adventure leadership programs, summer camps, and special events. Facilities include a state of the art 150,000 square foot Student Recreation Center; 30,000 square foot Health Sciences Student Center; an 18-acre multi-sport field complex; a team challenge course; and a 129-acre sports complex which includes eight sport fields, a six-acre lake, disc golf course, boathouse, walking/jogging trails, outdoor fitness equipment, sandy beach area, beach volleyball courts, and an Odyssey challenge course.

UNIVERSITY
East Carolina University is a constituent institution of the University of North Carolina System and has an enrollment of over 29,000 students, making it North Carolina’s fourth largest institution of higher learning. The main campus is adjacent to uptown Greenville, NC, a city of over 70,000 people. Greenville is the hub of the eastern North Carolina coastal plains and a business, medical, and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, and within easy driving distance of coastal resorts.

REQUIREMENTS FOR CANDIDACY
Bachelor’s degree required from an accredited college or university. Preference is given to candidates specializing in Business Administration/Marketing, communications, sport management, exercise and sport science or a related field. The candidate must possess an academic background which will satisfy the graduate entrance requirements of East Carolina University. Previous experience in marketing, graphic design, social media promotions, and student employee management is desired. CPR/1” Aid Certification required within one month of beginning employment. Duties will require weekend and evening hours. Must maintain current driver’s license and satisfy university driving standards.

SCOPE OF POSITION
As a result of this Graduate Assistant position, students will have the opportunity to gain the following core competencies based on the ACPA/NASPA Professional Competency Areas for Student Affairs/Practitioners:
- **Human & Organizational Resources:** Includes knowledge, skills and attitudes used in the selection, supervision, motivation, and formal evaluation of staff, conflict resolution; management of the politics of organizational discourse; and the effective application of strategies and techniques associated with financial resources, facilities management, fundraising, technology use, crisis management, risk management and sustainable resources.
- **Leadership:** Addresses the knowledge, skills, and attitudes required of a leader, whether it be a positional leader or a member of the staff, in both an individual capacity and within a process of how individuals work together effectively to envision, plan, effect change in organizations, and respond to internal and external constituencies and issues.

Campus Recreation and Wellness empowers student employees to become leaders by gaining valuable experience within a departmental Student Staff Leadership framework.

RESPONSIBILITIES
The Adventure Leadership Graduate Assistant is expected to fulfill the following general responsibilities:
- Organize, schedule, supervise, lead and evaluate trips offered by Adventure Leadership.
- Ability to lead local and out of state weekend and overnight Adventure Trips along with student trip leaders.
- Ensure adherence to departmental safety/risk management procedures.
- Market, organize, develop and implement adventure clinics and trips for on & off campus groups.
- Assist with the recruitment, training, scheduling, supervision, and evaluation of student staff in adventure and team training activities.
- Maintain accurate statistical records related to participation, budget, and equipment inventory.
- Assist with the supervision and evaluation of undergraduate practicum and internship students placed in the department.
- Assist in the promotion of campus recreation events and activities.
- Assist in the assessment of campus recreation programs through various research tools.
- Coordinate and communicate departmental programs and services to designated student representative groups.
- Conduct/instruct clinics, trips and workshops for staff on rental/wall procedures, adventure sports, initiatives, Alpine Tower & Odyssey course methods.
- Assist in the development of student leaders within Team Training & Adventure.
- Utilize computer and web-based programs to coordinate activities.
- Additional duties as assigned.

DATES OF EMPLOYMENT & COMPENSATION
- Expected work dates are August 1, 2019 – December 13, 2019 and January 2, 2020 – May 1, 2020 (excluding all student observed holidays).
- Stipend of $10,500.00, for 9½ months. Professional development support available. Full In-State Tuition and Student Fees included. Out of state students are responsible for paying the amount of the difference between out of state and in-state tuition. Room and board is the responsibility of the incumbent.
- Additional opportunities are available for summer employment.
- This is typically a 2-year position with a satisfactory evaluation required to continue to second year.
- Position is open until filled. PRIORITY APPLICATION DEADLINE: FEBRUARY 1, 2019.
- Funding for this position is contingent on the continued availability of auxiliary funds.

APPLICATION PROCESS
To apply for this position please send a resume and list of three professional references to Assistant Director of Adventure Leadership Adrienne Fike at fikea16@ecu.edu or contact by phone at 252-328-1560.

Federal Law requires proper documentation of identity and employability at the time of employment. It is requested that this documentation be included with your application. East Carolina University is an affirmative action, equal opportunity employer and as such encourages applications from qualified women and minorities.