Instructional Assistant (GA), Outdoor Adventure

University of Houston
The University of Houston, Department of Campus Recreation seeks an energetic, passionate and aspiring graduate to join our dynamic team of recreation leaders. The GA for Outdoor Adventures will assist the Assistant Director with the daily coordination and management of a comprehensive program area. This position reports to the Assistant Director.

ESSENTIAL FUNCTIONS:
Responsibilities will include but are not limited to:
- Embrace the urban environment in which the UH program is located
- Assist in the recruiting, hiring, training, evaluating, scheduling and managing of the OA staff
- Execute bi-weekly student payroll
- Assist with design, planning and facilitation of adventure trips and teambuilding programs
- Assist with the design and facilitation and of technical skill clinics, workshops and educational sessions
- Maintain and inventory outdoor equipment for adventure programs and rental center
- Conduct workshops for students, faculty, and staff
- Develop a training program which meets industry standards
- Help develop annual programmatic planning (including fiscal year budgets)
- Conduct semester evaluations for all OA student staff
- Implement/enforce departmental policies and procedures
- Plan, develop and conduct department wide student staff training each semester
- Assist with program evaluations, learning outcomes, and assessments
- Assist in the marketing and promotion of the OA Program
- Assist in the development of program and departmental goals and objectives
- Lead and drive the University Van for outdoor adventure trip
- Other duties as assigned

QUALIFICATIONS: A Bachelor’s degree in Physical Education, Sports Management, Recreation or related field and acceptance to a University of Houston graduate program. Minimum requirements are at least one year of experience working in a leadership or supervisory capacity with an outdoor program or similar student based group. Experience in outdoor recreation and technical skills to lead trips required. Wilderness First Responder certification required. Applicants should demonstrate ability to lead, organize, manage, and supervise multiple outdoor pursuits. Possession of a valid Texas Driver’s License is required. Strong written and verbal communication skills as well as demonstrated leadership ability are also desirable. Team oriented ideals, willingness to work hard, and a desire to learn is important in this position.

Applicants should demonstrate ability to lead and manage undergraduate student staff, interns and volunteers. Strong written and verbal communication skills, as well as demonstrated leadership ability are also desirable.

Skills or Certifications: Candidate must possess American Red Cross CPR, AED, First Aid certifications; instructor certification must be obtained within the first year of employment.
Salary/Tuition: University approved out of state tuition waiver (IA is still responsible for paying in-state tuition) and stipend of approximately $1500/month pending acceptance into a University of Houston graduate program. Stipend is for ten months effective August – May. Summer hourly employment may be available based on need and funding. A health insurance stipend is part of the employment offer. Specific insurance information can be found at http://www.uh.edu/healthcenter/insurance/.

Start Date: July 9, 2018

Graduate School Applications Process:
Education: The University of Houston offers quality advanced degree programs in several areas that typically match the skills and interests of students looking for IA positions within the Department of Campus Recreation. For general information about graduate degrees at UH please visit http://www.uh.edu/admissions/apply/graduate/index. More detailed information about Department of Health and Human Performance degrees can be found at http://www.uh.edu/class

Deadline for Applications to Graduate School: This is based on each program’s published dates and guidelines. Interested candidates should apply for graduate admission as soon as possible to have the best chance of being admitted. All those seeking admission to these programs must have the appropriate GPA and entrance exam scores (GRE and/or MAT) to be fully admitted. An IA offer of employment is contingent on being fully admitted into Graduate School. None degree seeking or conditional status are not acceptable for receiving an offer.

Position Applications Process:
Applications will be taken until the position is filled with priority review beginning (12/11/2017). Please submit letter of interest, resume, overall GPA, GRE/MAT test scores and list of 3 references via email. Copies of certifications and transcripts will be required upon hiring.

Submit electronically (email):
Contact Person: Kelly Martin, Assistant Director, Outdoor Adventures, Martin, kamart21@Central.UH.EDU

This position is security sensitive and requires a criminal history investigation of the final candidate.

The University of Houston is an Equal Opportunity/Affirmative Action institution. Minorities, women, veterans and persons with disabilities are encouraged to apply. Additionally, the University prohibits discrimination in employment on the basis of sexual orientation, gender identity or gender expression.

About University of Houston and Campus Recreation
The University of Houston is a Division I, Carnegie-Designated Tier One public research university with over 46,000 undergraduate and post graduate students enrolled. This campus is considered to be one of the most diverse student populations in the nation. Founded in 1927, the University of Houston is the leading public research university in the vibrant international city of Houston. UH awards more than 8,000 degrees annually, with more than 250,000 alumni. The University of Houston is one of only three public Tier One research universities in the state of Texas.
The Department of Campus Recreation provides the UH community an inclusive environment that cultivates the development of life skills through engaging and meaningful recreation programs, facilities and services. With fifteen professional staff and five graduate assistants, our team creates a culture of intentional learning opportunities that provides engagement with our students, faculty, staff, and community to support a student driven department that contributes to student success and leadership. The $53 million Campus Recreation and Wellness Center contains five basketball courts, five volleyball courts, a Multi-Activity-Court for indoor soccer, floor hockey, and team handball with a quarter mile suspended track that surrounds all of the courts; one of the largest indoor climbing walls in Texas, as well as a 24,000 square foot fitness zone containing free weights and selectorized equipment. A 70-meter indoor pool contains competitive diving platforms, three moveable bulkheads, an indoor spa and sauna; an outdoor leisure pool, slide, and sand volleyball court.

The Department of Campus Recreation supports a comprehensive recreation program including Aquatic, Intramural Sports, Fitness, Outdoor Adventure, Sport Clubs, Family Programs and Summer Camp.