

**Binghamton University – Campus Recreational Services
Graduate Assistantship- Outdoor Pursuits Program**



The Department of Campus Recreational Services operates under the Division of Student Affairs and offers a multi-faceted program that is designed to encourage positive lifestyle choices and promote lifelong learning through both wellness and physical activity for Binghamton University students, faculty and staff. The Graduate Assistant (GA) must be a positive player on the CRS team of student and professional staff members.

This position will be part of the Outdoor Pursuits staff team of two professional staff, approximately four undergraduate workers, and four part-time adjunct instructors reporting to the Assistant Director of Campus Recreational Services. Annually, the BOP program serves students enrolled in credit bearing courses and non-credit activity participants taking part in outdoor-based adventure recreation.

Description of Duties:

- Assist in marketing the overall program including social media posts, distributing printed ads and tabling
- Perform office duties such as answering phones, maintaining credit course rosters and non-credit activity participant lists, as well as handling participant correspondence
- Assist in the oversight of undergraduate student staff including: training, scheduling, evaluating, processing payroll and maintaining accurate employee files
- Assist in maintaining program equipment and managing inventory
- Assist in development/implementation of program logistics and planning (trip pre-planning, reservations, shopping, packing, etc.)
- Other responsibilities may include assisting with trip/event management including: leading, driving participants to non-credit activities and service programs, curriculum development, and risk management planning.
- Working evenings, weekends, intercessions and occasional overnight duties may be required
- Attend all Campus Recreational Services staff meetings and/or training session as required

Qualifications:

Candidates must be accepted into a Binghamton University graduate program for the 2019-2020 academic year. Candidates with an undergraduate degree in Recreation, Biology, Environmental Science, Education or related fields are preferred. Related work experience with groups and outdoor skills is also preferred. Strong oral and written communication skills, administrative skills including cash handling experience, computer proficiency in MS Word, Google forms and Excel, as well as familiarity with email applications is required. Candidates must be willing to attain certification in CPR/AED and Wilderness First Aid; have a current driver's license, acceptable driving record and the ability to pass a departmental van driver training program in order to drive program participants. A working knowledge of risk management is critical. Candidates must be in good physical condition and be capable of extensive physical exertion in outdoor-based adventure activities on land and in the water.

Stipend:

This assistantship includes a base stipend for the academic year of \$10,000 paid biweekly. This position is represented by the Graduate Student Employees Union (GSEU) and the stipend includes all potential union-negotiated raises applicable for the academic year. Twenty hours of work per week is expected. The successful candidate may also have opportunities to earn certifications and/or attend applicable conferences, contingent upon satisfactory performance and evaluation. Anticipated start date August 12, 2019. Anticipated end date is May 15, 2020.

TO APPLY: Interested candidates should submit the general application on the [Student Affairs website](#), resume, letter of interest summarizing qualifications and relevant experience, and three (3) letters of reference (preferably at least one on-campus reference), including reference contact information to Susan Williams at williams@binghamton.edu. Please indicate that you are applying for the Outdoor Pursuits position. Applications accepted through Friday, March 29, 2019.

For questions specifically related to this position, email Susan Williams at williams@binghamton.edu.