



**OLD DOMINION  
UNIVERSITY**

**Outdoor Adventure Program  
Climbing Program and Challenge Course Graduate Assistant  
Student Engagement & Enrollment Services  
Recreation & Wellness**

**Job Summary:** The Recreation and Wellness Outdoor Adventure Program Graduate Assistant (GA) is to assist the Assistant Director of the Outdoor Adventure Program with the administration of the Climbing Adventure Program and Challenge Course program. The Graduate Assistant will report to the Assistant Director of Outdoor Adventure Programs.

**Office Website:** <https://www.odu.edu/recwell>

**Contact:** [recwell@odu.edu](mailto:recwell@odu.edu)

**Duties & Responsibilities:**

- Assist with the development and management of the Outdoor Adventure Program, specifically the climbing program and the Challenge Course program.
- Hire, train, and supervise student employees for the Climbing Wall and Challenge Course programs.
- Evaluate student employees through verbal and written reports.
- Assist the Assistant Director in the budgeting of student payroll and operational expenses.
- Assist the Assistant Director in the design and implementation of staff trainings for the Climbing Wall and Challenge Course programs.
- Assist the Assistant Director in the design and implementation of an annual climbing competition and other special events.
- Assist in the management of group use and special events for the Climbing Wall and Challenge Course including reservations, meeting with clients to define group goals and objectives for their program, scheduling of staff and implementation of these specialized programs.
- Serve as a member of the Climbing Wall and Challenge Course staff including regular hours of operation and for specialized group use.
- Assist in the planning and leading of extended trips over holiday breaks as needed.
- Provide excellent customer service; be courteous and exceed customer expectations
- Co-lead outdoor climbing trips with student trip leaders.
- Promote and market Outdoor Adventure Program opportunities to the ODU community.
- Supervise staff compiling statistical information of participation in the Climbing Wall and Challenge Course programs and contribute monthly highlights.
- Supervise staff performing equipment inventory, facility maintenance schedules, and make purchasing recommendations to the Assistant Director.
- Maintain a 3.0 GPA each semester in graduate level classes.
- Assist with Recreation and Wellness special events and other duties as assigned.
- Serve as a contributing member to the Recreation and Wellness Department.



## Required Skills

- Bachelor's Degree in Recreation, Outdoor Education or related field.
- Acceptance to one of the following Old Dominion University academic majors: Parks, Recreation, and Tourism Studies; Sports Management; Higher Education; Physical Education; or other closely related field
- Demonstrate strong leadership and organizational skills, and a strong work ethic.
- Experience with a collegiate adventure program with specific experience in rock climbing and team facilitation.
- Ability to work well in a team setting that promotes student development and empowerment.
- Knowledge and experience in employee supervision and training.
- CPR, First Aid, and AED certification or the ability to obtain within 30 days of hire.
- Possess excellent written and verbal skills.
- Computer proficient with various software including MS Office, Adobe, Outlook.
- Valid Driver's License and ability to meet University's vehicle policies and procedures.
- Position subject to criminal background check.

## Preferred:

- Wilderness First Responder or Wilderness First Aid.
- Experience in multiple outdoor recreation activities.
- Experience in bicycle maintenance.
- ACA, AMGA, PCIA or LNT Certifications
- Climbing wall management and challenge course facilitation experience.

**Employment Schedule/Hours:** The GA position requires 20 hours per week on an established schedule that fits with the student's course demands, which will include weekdays, weeknights, weekends, and some holidays.

**Academic Qualifications & Preferred Majors:** bachelor's degree in Recreation, Outdoor Education, or related field. Regular admission in a graduate degree program at ODU with good academic standing, maintenance of a full course load of student enrollment during the term of their appointment, and a 3.0 or higher GPA is required. Dropping below the required GPA or reducing one's course load below full-time can be grounds for dismissal. Suitable Academic Majors include Sports Management, Higher Education, Physical Education, or other closely related field.

**Compensation:** A stipend of \$15,000 will be paid over the fall and spring semesters. Out-of-state students will receive a tuition waiver equivalent to in-state tuition. Funding for professional development opportunities is also provided. Summer employment may be available.

**Length of Assistantship:** 10 months

**Application Process:** Applications will be accepted until the position is filled. Submit a letter of application, resume, three references, current GPA, and GRE score (or date when taking) to [recwell@odu.edu](mailto:recwell@odu.edu)



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