

University of Houston

Instructional Assistant (GA), Outdoor Adventure

TYPE: One Instructional Assistantship; 9 to 12-month appointment (2 year commitment)

STARTING DATE: July 11th, 2022

CONTACT PERSON: Arleen Rodriguez, Assistant Director, Outdoor Adventure

SALARY/TUITION WAIVER: University approved out of state tuition waiver (**still responsible for paying in-state tuition and fees**) and stipend of approximately \$1625/month pending acceptance into a University of Houston graduate program. Stipend is for ten months effective August – May, summer hourly employment may be available. Student Health insurance is available.

INSTITUTION/DEPARTMENT: University of Houston is a Division I college with over 40,000 undergraduate and post graduate students enrolled. This campus is considered to be one of the most diverse student populations in the nation. The Department of Campus Recreation has a \$53 million indoor facility that contains five basketball courts or five volleyball courts, a Multi-Activity Court for indoor soccer, in-line hockey, team handball, and badminton. The quarter mile suspended track 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, selectorized, and cardio equipment. The 70-meter indoor pool contains a competitive diving well and floating bulkheads. Included in the outdoor leisure pool is a slide, sand volleyball court and plenty of deck space. Outdoor Adventure program components currently include climbing wall, gear retail/rental, workshops and clinics.

EDUCATION: The University of Houston offers quality advanced degree programs in several areas that typically match the skills and interests of students looking for INSTRUCTIONAL ASSISTANT 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>. Information can also be found at <http://www.coe.uh.edu/> for the Administration and Supervision-Higher Education program. **DEADLINE FOR APPLICATIONS TO GRADUATE SCHOOL** 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. Any INSTRUCTIONAL ASSISTANT offer will be conditional on the individual being approved for admission to a UH graduate level program.

JOB DESCRIPTION: The Outdoor Adventure Instructional Assistant will perform a variety of duties to support the Assistant Director in the daily operations and management of the Outdoor Adventure program. This individual will maintain a high level of customer service, risk management, professionalism, and respect. This individual must use problem solving skills and delegate duties to maintain a safe and effective environment for participants and staff. Evening/weekend/holiday work is required. Responsibilities include but are not limited to the following:

- Provide assistance in the supervision and daily operations of the climbing wall, clinics, equipment rentals, team building, adventure trips and the Outdoor Adventure office
- Supervise Outdoor Adventure Staff to include recruiting, hiring, training, scheduling, and evaluating
- Manage bi-weekly student payroll using a computer-based time-keeping system
- Work with Outdoor Adventure Staff to develop their leadership, management, customer service, and evaluation skills on a daily basis
- Develop and execute a series of staff and patron audits as it pertains to customer service and policy violations
- Handle customer service needs and requests
- Check voicemail and email and returning calls and messages, while being available for office hours
- Assist in communication with professional and student staff as well as members and guests to ensure that information pertaining to hours, updates, events, and departmental activities is disseminated accurately
- Develop and maintain a budget for the Outdoor Adventure payroll and maintenance and operations
- Oversee and manage equipment rentals, inventory, maintenance and records
- Oversee and manage climbing wall equipment and gear, inventory, maintenance and records
- Monitor and update electronic equipment rentals and equipment tracking systems
- Develop and execute fall and spring all-staff trainings, trip leader training, bi-weekly supervisor meetings and monthly in-service training for the Outdoor Adventure Staff
- Work with the Assistant Director to fully utilize Fusion, Connect2, Basecamp and Baseline software platforms
- Assist with the marketing and promotion of Outdoor Adventure programs
- Complete statistical reports regarding daily usage of the climbing wall, equipment rentals and adventure trips participation
- Conduct periodic inspections and risk management assessments of the climbing wall and adventure trips
- Assist in the oversight of the Outdoor Adventure inventory and repair and replacement plan
- Implement and enforce departmental policies and procedures
- Drive a university 12-passenger van and trailer
- Actively serve on departmental committees
- Serve as contributing member of the professional staff and the recreational sports profession by participating in goal setting and long-range planning, attending conferences, and preparing presentations and proposals
- Scouting, leading and supervising adventure trips
- Special projects and 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. Experience in climbing wall operations and maintenance preferred. 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.

APPLICATIONS: Applicants must submit cover letter, resume, GPA, GRE test scores and a list of 3 references to Arleen Rodriguez-arrodr22@central.uh.edu . Applications review will begin on Friday, November 8th.

The University of Houston is an Equal Opportunity/Affirmative Action Institution