



Outdoor Adventures Graduate Assistant

Department Overview

University Recreation supports the Division of Student Affairs and Mississippi State University in the total educational development of students by providing unique recreation programs, services, and facilities that support and encourage the development of a healthy lifestyle.

Qualifications

- Completed bachelor's degree from an accredited four-year institution (Required)
- Acceptance into a Mississippi State University graduate program is required.

Responsibilities

1. Assist with recruiting, hiring, training, and supervision of all outdoor adventures staff. This includes developing training sessions and in-service training and testing. Discipline and counsel as needed.
2. Assist with planning, promoting, and conducting outdoor recreation trips. Maintain participant registration and trip records.
3. Assist with the management of the Outdoor Adventures Center. Maintain records and reports of the day-to-day operations to include patron counts, maintenance schedules, repairs, and equipment inventory.
4. Assist with administering challenge course programs. This includes facilitating groups through the course and recruiting, training, and scheduling student facilitators.
5. Oversee operation of the Sanderson Center climbing wall.
6. Assist with development and implementation of a marketing plan for the program.
7. Be on-site on assigned evenings and weekends.
8. Ensure that all facilities offer a safe environment; report any necessary equipment or facility repairs.
9. Report all injuries; notify emergency services when necessary. Submit appropriate injury report forms.
10. Assist with University Recreation special events as assigned.
11. Make suggestions regarding improvements for the program.
12. Attend all departmental and divisional meetings.
13. Perform other duties as requested by professional staff.



MISSISSIPPI STATE UNIVERSITY™ UNIVERSITY RECREATION

Knowledge, Skills, and Abilities Required

1. Strong interpersonal skills and the ability to work effectively with a wide range of constituencies
2. Proficiency in written and oral communication skills and utilization of computers
3. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments
4. Employee development and performance management skills
5. Ability to foster a positive, cooperative work environment
6. Ability to plan, organize, and implement promotional programs and events
7. Ability to comply with all policies and regulations of Mississippi State University and enforce policies that apply to University Recreation programs and services

How to Apply

Applicants should email cover letter, resume, and other supporting documents to Melissa Hubley mhubley@saffairs.msstate.edu. The deadline to apply is March 7, 2025.