

## **ANNOUNCEMENT OF VACANCY**

**POSITION:** Graduate Assistant for Outdoor Pursuits/Bike Program; 9-month position; reports to the Assistant Director of Recreational Sports for Outdoor Pursuits; starting date is August 23, 2021.

**RELATION TO EDUCATION PROGRAM:** this graduate assistantship will provide the candidate with a multitude of relatable administrative, personnel management and leadership skills, including but not limited to: conflict management; receiving and sharing constructive feedback with others; evaluating student/employee performance; communicating with fellow employees, student employees, and participants; recruiting, hiring, scheduling, training and supervising staff; facilitation; overnight trip management; risk management; judgment and decision making; financial management and budget planning; program evaluation and assessment. It will also provide the candidate with the opportunity to gain the confidence and competence to work in the outdoor recreation field professionally, and specifically supports the SUNY Cortland campus priority of transformational education, allowing students to participate in experiential education, and providing opportunity to apply theory and gain practical experience outside of the classroom. All of the aforementioned skills are transferrable to the candidate's educational success, and individual growth, and will be especially valuable for an individual seeking a career in the field of Campus Outdoor Recreation.

### **QUALIFICATIONS:**

- **REQUIRED:** acceptance into SUNY Cortland graduate program in Outdoor Education, Recreation Management, Environmental Studies, Physical Education, Sports Management, Health, Economics, or related field; completed Application Form (access the form at [www.cortland.edu](http://www.cortland.edu), click on Academics, and click on Assistantships); current resume; Bachelor's Degree; current First-Aid/CPR/AED certification; ability to assist with the coordination and management of a large, campus-wide bike program with many volunteers, including a free bike program and a rental bike program; ability to coordinate and supervise large numbers of students doing recreation management service learning, and other fieldwork hours in the Bike Program; ability to repair and maintain bicycles in safe operating condition.
- **DESIRED:** experience maintaining a budget and program records; Wilderness First Responder certification; Bicycle Maintenance certification; strong instructional and leadership skills; clean driving record/eligible for campus approval as van driver; and expertise in a minimum of two outdoor skills such as hiking backpacking, camping, canoeing, kayaking, and paddle boarding.

**RESPONSIBILITIES:** assist with the management of rental operations, equipment inventory, bike shop, volunteers, and other aspects of the Bike Program, as well as the greater Outdoor Pursuits Program (evening and weekend hours required); assist with leadership and coordination of on-campus events related to bicycling and campus greening and sustainability; assist with the training and supervision of center and tripping program student staff; assist with the management of tripping program committees; assist with the planning and leading of Outdoor Pursuits trips such as hiking, backpacking, camping, canoeing, kayaking and paddle boarding; maintain records for volunteers and track all bike rentals; assist with budget management of the Bike Program Grant; and attend all Recreational Sports Department staff meetings.

**SALARY:** stipend of \$8,050 per year, plus tuition waiver for up to 6 credit hours of graduate work per semester.

**APPLICATION:** completed application, with letters of recommendation and resume, must be sent to the Graduate Admissions Office, 106 Miller Building, SUNY Cortland, Cortland, NY 13045, or to [graduate.admissions@cortland.edu](mailto:graduate.admissions@cortland.edu). Review of applications will begin immediately, however, applications will be accepted until the position is filled.

**SUNY Cortland is an AA/EEO/ADA Employer**