

GRADUATE ASSISTANT—Adventure Seminars
Recreation, Parks, and Leisure Services Administration
Central Michigan University

Role and Responsibilities:

It is expected that the graduate assistant's normal load will include a minimum of six credits of academic coursework per semester and a minimum of twenty (20) hours of department work per week as assigned by the graduate coordinator.

Oversee the day-to-day operation of Adventure Seminars (a 32 foot indoor climbing wall and high ropes course) to include:

1. Supervision and training of staff
2. Scheduling and facilitation of groups
3. Supervision of open climbing
4. Lead, or assist in leading, off-campus outdoor recreation/education trips
5. Marketing and public relations
6. Research
7. Financial reports

Department Responsibilities:

1. Teach/assist with RPL and RLA courses
2. Attend all department faculty meetings
3. Assist faculty advisor(s) with the Student Recreation Association
4. Assist with clinics/workshops/seminars sponsored by the department
5. Serve as graduate representative on department/college/university committees

Qualifications:

WFR, CPR, First Aid; knowledge and experience appropriate to the operation and facilitation of climbing walls and ropes courses; ability to facilitate large and small groups; budgeting and recordkeeping experience; knowledge of Microsoft Suite computer applications.

In order to be considered, the applicant must be admitted into the College of Graduate Studies and the Master's program in the Department of Recreation, Parks, and Leisure Services Administration.

Stipend:

The stipend is at least \$10,500 for the academic year, and reimbursement for up to 20 credit hours of coursework. Additional credit hours will be billed at the in-state rate.

All graduate assistants are classified as Michigan residents for tuition purposes and will receive their appropriate tuition remission for courses that they take during their assistantship and the subsequent summer session. This does not apply for non-refundable enrollment fees or any special courses fees, which will remain the responsibility of the graduate assistant.

Effective dates of appointment:

Academic year (August to May).

Application screening:

Begins mid-March and continues until positions are filled.

Mailing address:

Interested persons should send a cover letter, resume, and three professional references to the address below. This is in addition to completing the College of Graduate Studies' and the department's application procedures.

Dr. Dean S. Pybus, Graduate Coordinator
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