

**Graduate Assistant for UTC Outdoors**  
**Campus Recreation Department**  
**The University of Tennessee, Chattanooga**

Position Duration: September 1, 2025 – April 30, 2026, “at will” position, renewable with an option for 2<sup>nd</sup> year

Number of Work Hours per Week: 50% time, minimum 20 hours per week.

Compensation: \$4,560/semester for tuition (maintenance fee) plus a \$1,125/month stipend. Out-of-state tuition waived if applicable.

**Summary:**

The Campus Recreation Department provides & engages our students & community with holistic recreational experiences that cultivate wellness and a culture of Belonging through programs, facilities, services, & employment. The graduate assistant for UTC Outdoors will work closely with the Assistant Director of Facilities and Recreational Programs in administering, training, evaluating, and supervising student staff and the daily operations of the outdoor rental center, climbing wall, and trips program. This position requires evening and weekend work.

**Program Area Responsibilities:**

- Manages outdoor program scheduling, including staffing of rental center, climbing wall, and trips.
- Assists with hiring, training, evaluating, and supervising part-time student employees.
- Trains staff in customer service, group management, risk management, communication, conflict management, and business operations
- Plans in-service and coaching sessions emphasizing outdoor skill development, transferable work skills, staff empowerment, and diversity
- Develops students in leadership positions through regular meetings and coaching sessions
- Assists staff with software (Fusion) for point of sale, trip registrations, and equipment rentals.
- Assist in the planning, implementation and leadership of a variety of outdoor trips, including break trips.
- Oversees inventory control and maintenance of outdoor recreation equipment.
- Engages in departmental training efforts for student staff.
- Assists with budget, including labor, program expenses, maintenance, and equipment purchasing.
- Assists in maintaining accurate payroll records and scheduling.

**Department Specific Responsibilities:**

- Assist in planning, coordinating, and supervising students and special events in Campus Recreation facilities.
- Serve on a host of departmental planning committees.
- Supervisory responsibilities include regular daily office hours.
- Enforce facility policies and procedures consistently to all users.
- Ensure adherence to departmental safety/risk management procedures.
- Drive UTC vehicles on UTC Outdoors trips and upon supervisors' request.
- Work on special projects to help the department better serve the university and generate and maintain statistical reports.
- Be an engaged staff member of the Division of Enrollment Management and Student Affairs.
- Perform other duties as assigned by any Campus Recreation professional staff member.

## **Qualifications:**

All candidates must have a bachelor's degree with a minimum 3.0 grade point average; Demonstrated record of outdoor experience in a variety of activities, including at least one of the following: whitewater kayaking, rock climbing, or cycling/bike maintenance and 2 other activities such as but not limited to the following: backpacking, canoeing, sea kayaking, indoor climbing, or caving. Demonstrated experience in leading and programming with groups in an outdoor setting. Exceptionally strong interpersonal and communication skills are essential, as is the ability to work independently. CPR and Wilderness First Responder certifications required. ACA, AMGA, IMBA or other certifications preferred. Must have a valid driver's license. Desire to enter the outdoor recreation or athletic/recreation field preferred. **Candidate must qualify for full graduate student status and be accepted/enrolled in the University of Tennessee at Chattanooga Graduate School before assistantship begins. Must be enrolled in at least 9 credits each semester.**

## **To Apply:**

To assure full consideration, a letter of interest summarizing qualifications and relevant experience (cover letter); resume; copy of undergraduate transcript (unofficial or official); and names, emails, and phone numbers of three references should be submitted to Lisa Hancock, Assistant Director of Facilities and Recreational Programs, via email to [lisa-hancock@utc.edu](mailto:lisa-hancock@utc.edu).

## **Application:**

Applications will be accepted until the position is filled. Application review will begin March 24<sup>th</sup>, 2025. *All qualified applicants will receive equal consideration for employment and admission without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, genetic information, veteran status, and parental status. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the university. Inquiries and charges of violation of Title VI (race, color, and national origin), Title IX (sex), Section 504 (disability), the ADA (disability), the Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equal Opportunity and Accessibility, 720 McCallie Avenue, Chattanooga, TN 37403, telephone 423-425-5824. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.*

*Revised 1/17/2025*