



Graduate Assistant Outdoor Connection

Program Description: The Outdoor Connection serves the UW-L campus by providing an affordable outdoor equipment rental service, a variety of outdoor trips/clinics and an indoor climbing wall.

General Responsibilities: The Graduate Assistant will support the Assistant Director in four main areas of responsibility 1) management of the equipment rental center; 2) management of indoor climbing wall; 3) coordination of trips and clinics; and 4) assistance with coordinating the Outdoor Recreation Community (a collaboration effort with the Residence Life).

Specific Duties:

1. Assist with the creation, development and implementation of a variety of trips and clinics; includes leading trips.
2. Assist with the training, development and supervision of Outdoor Trip Leaders.
3. Assist with the management of the equipment rental and indoor climbing wall operation.
 - o supervise student staff
 - o assist in the hiring process of new employees
 - o assist with training student employees
 - o ensure proper operating procedures are followed
 - o schedule staff
 - o evaluate the performance of student employees
 - o coordinate regularly scheduled meetings with student employees
 - o Work cooperatively with classes and special programs desiring to rent equipment
 - o Share customer service responsibilities when present
4. Maintain rental equipment inventory.
 - o assist with research and purchase new equipment as necessary
 - o repair or arrange for the repair of equipment as necessary
 - o ensure that all equipment is replaced on a regular maintenance schedule and review for cleanliness and safety
5. Assist with a variety of promotional efforts.
6. Set and follow regularly scheduled office hours.
7. Assist with the coordination of the Outdoor Recreation Community.
8. Participate in Recreational Sports staff training and development activities.
9. Prepare post trip, mid-year and end of year reports.
10. Attend regularly scheduled Recreational Sports Department staff meetings and meet weekly with Assistant Director.
11. Other duties as assigned.

Stipend: \$11,070 and full benefits included. This position does not grant a tuition waiver.

Apply online: <https://employment.uwlax.edu>; click on Graduate Assistant (GA)

For more information: Contact Mo McAlpine at 608-785-8698 or mmcalpine@uwlax.edu