



Vacancy Announcement

Vacancy ID

140090

Title

PROGRAM ASSISTANT II – Outdoor Recreation Program Coordinator

Employing Department

Recreation Services

Appointment Conditions

Continuous, Full Time

Proposed Start Date

No later than June 1, 2014

Job Description

The department of Recreation Services under the division of Student Affairs is seeking a Program Assistant II to assist in the daily operations and management of the Outdoor Recreation Program. Current operations include: an extensive outdoor equipment rental and maintenance/repair program, trips, instructional workshops, extended trips, two indoor climbing walls, resource materials and special shows. This position will be responsible for the coordination and supervision of activities within the equipment rental program and the climbing walls. Specific duties will include: personnel management and training, budget administration and fiscal accountability, inventory assessment and control, payroll administration, equipment inspection and maintenance, promotion/marketing, instructing workshops, leading trips and general support and assistance as assigned.

The successful candidate will possess the skills to work independently and accomplish established goals and objectives within a dedicated student development environment. Event and program operations require work on evenings, weekends, holidays and occasional service on an as needed basis.

Required Qualifications

Bachelor's degree in Recreational Sports Management, administration, exercise science/physiology, health and human performance or related fields and minimum one year experience working in collegiate outdoor recreation programs; OR an equivalent combination of related education and experience totaling five years. Experience must be at a comparable level and directly related to the duties of this position.

Preferred Qualifications

- * Master's degree in Recreational Sports Management, administration, exercise science/physiology, health and human performance or related fields.
- * Additional years of experience working in collegiate outdoor recreation programs.
- * Experience supervising and training student employees in climbing wall operations.

- * CPR/AED and First Aid Instructor Certification.
- * Wilderness First Responder (WFR) Certification.

Salary

Minimum \$34,097; commensurate with qualifications

Special Conditions

All offers of employment, oral and written, are contingent upon the university's verification of credentials and other information required by federal and state law, ISU policies/procedures, and may include the completion of a background check.

Application Instructions

To apply for this position, please click on "Apply for this Vacancy" and complete the Employment Application. Please be prepared to enter or attach the following:

- 1) Resume/Curriculum Vitae
- 2) Letter of Application/Cover Letter
- 3) Contact information for three references

If you have questions regarding this vacancy, please email Michael Giles, Jr. at mcgiles@iastate.edu or call 515-708-3136.

If you have questions regarding this application process, please email employment@iastate.edu or call 515-294-4800 or Toll Free: 1-877-477-7485.

To ensure consideration, submit application by

02-28-2014

https://www.iastatejobs.com/applicants/jsp/shared/position/JobDetails_css.jsp?postingId=450259

