



# Outdoor Experiential Learning

## Graduate Assistant

The Office for Outdoor Experiential Education (O.O.E.E.) serves Loyola University Chicago students, faculty and staff by providing integrated educational experiences designed to foster the student promise of care for self, care for others, and care for the environment. Using the outdoors as a classroom, students participate in intentional, challenging, group-based activities that provide space for reflection and leadership development.

This full-time (20-hour) Graduate Assistant will report to the Program Director for Outdoor Experiential Education. The successful candidate will have the opportunity to develop skills, knowledge and abilities related to risk management, supervision, group facilitation, curriculum development and assessment. This position provides first-hand experience working in a high output, dynamic student development office located in an urban environment.

### Responsibilities of this position include:

- Assist with the development of all O.O.E.E. policies, procedures, handbooks, manuals, and release forms as part of on-going risk management
- Assist with the recruitment, hiring, training, scheduling, supervision and evaluation of the student facilitation team
- Assist with program development and assessment of the O.O.E.E.
- Manages day to day operation of the O.O.E.E. rental program and supervises student staff
- Assist with equipment inventory, replacement and repair schedule, purchasing and maintenance of equipment
- Assist in marketing and promotion of the O.O.E.E.
- Coordinate and administer on-campus clinic instruction
- Assist with the coordination of logistics for all outdoor experiences
- Facilitate break trips (Fall Break, Winter Break, Spring Break, Summer Break) as appropriate for skill and interest
- Attend and participate in regularly scheduled professional, student and divisional staff meetings
- Other duties as assigned

### Requirements:

- Continuous enrollment in a Loyola University Chicago graduate program
- A valid driver's license

### Qualifications:

- An appreciation of Jesuit transformative education
- Genuine interest in gaining experience and knowledge in the field of Outdoor Experiential Education
- Demonstrated leadership ability and desire to work with college students
- Excellent organizational skills and able to work independently
- Excellent written and oral communication skills
- Ability to supervise others and work in a dynamic, changing and diverse environment
- Willingness to work nights, weekends, and extended periods

### Preferred Qualifications:

- Professional certifications in challenge course facilitation, paddle sports, rock climbing, or skiing
- Current Wilderness First Responder certification

- Prior experience in challenge and leadership programs
- Membership in AEE, AORE and/or NIRSA

**The successful graduate assistant will be able to balance tasks, responsibilities, deadlines, and relationships. Additionally, the graduate assistant needs to be flexible, reliable, empathetic, comfortable working in the unknown, a team-player, reflective, and open to change. Overall, the successful candidate will embrace holistic education and love students.**

*The Department of Campus Recreation encourages candidates to apply who identify as being from diverse backgrounds with regard to ethnicity, culture, gender, sexual orientation, faith tradition, physical ability, and experience. Unique identities and perspectives are valued in this office as well as throughout this university.*