University Recreation and Wellness: The department is located at NIU’s Student Recreation Center at the crossroads of Annie Glidden and Lucinda roads. RecWell is a department within Student Affairs & Enrollment Management and the Student Life Community of Practice. The department offers a comprehensive recreation program and services for the campus community featuring Intramural Sports, Fitness, Wellness, Open Recreation, Outdoor Adventure, and Sport Club activities.

Department Mission: In alliance with the educational mission of Northern Illinois University and the Division of Student Affairs, RecWell engages students in achieving lifelong appreciation for pursuing healthy lifestyles by providing comprehensive programs, leadership development, and employment opportunities.

Student Affairs & Enrollment Management Mission: In alliance with the educational mission of Northern Illinois University, the Division of Student Affairs & Enrollment Management creates student learning opportunities and provides critical service beyond the classrooms that inspire and support intellectual, personal, and civic growth for leadership in a diverse and complex world.

The Position: This full-time (20-hour) Graduate Assistant will report to the RecWell Assistant Director for Outdoor Adventure. The successful candidate will be responsible for assisting in the overall administration and management of the Outdoor Adventure program (Adventure Center rentals, and Outdoor Adventure trips, and teambuilding programs) including staff training, program development, risk management, supervision, assessment, and marketing.

Responsibilities:

- **Written Communication**: Develop and maintain a written employee manual for Adventure Center and Outdoor Adventure staff.
- **Oral Communication**: Provide clear and concise instruction to staff and participants including policy review, trip procedures, gear requirements, planning and preparation, etc.
- **Program Development/Implementation/Evaluation**: Assist in program development, implementation, and evaluation of the Adventure Center rental, Outdoor Adventure trips/events, and teambuilding programs. Identify new activities to enhance the overall program and encourage participation. This will require the graduate assistant to travel and oversee trips and activities that may require extensive time away from campus.
- **Collaboration**: Serve on department, divisional or campus-wide committees, as assigned.
- **Teamwork/building**: Attend and participate in regular meetings such as full-staff meetings and student staff meetings.
- **Leadership**: Provide leadership within RecWell by providing support to student staff, the Assistant Director of Outdoor Adventure, and the other graduate and full-time staff. Participation in professional conferences, workshops, and other developmental opportunities.
• **Creativity:** Assist in market development and implementation for the promotion of Outdoor Adventure activities, Adventure Center rental, and team building programs. Develop new activities and events.

• **Group Facilitation:** Provide on-site supervision and coordination of special events/conferences that promote the Outdoor Adventure program and department.

• **Assessment/Evaluation:** Assist in developing and assessing participation data, program evaluations, and learning outcomes, and prepare semester reports that include recommendations for improvement.

• **Supervision:** Recruit, hire, train, supervise, schedule, and evaluate Adventure Center and Outdoor Adventure personnel. This position is required to assist in staff training that involves extensive traveling to adventure sites, teaching skills, and ensuring that student staff have the knowledge and skills to lead trips independently. The graduate assistant will be required to be out in the field for extended periods of time.

• **Crisis Management:** Assist in the development, implementation, and oversight of a risk management and emergency response program for the Adventure Center and Outdoor Adventure programs. During university closings and when directed by the Vice President of Student Affairs, assist in serving as one of the staff members to be present to carry out the essential services plan including oversight of Recreation and/or University programs and services.

• **Organizational/Analytical:** Assist in documenting and maintaining program and personnel information, database management, inventory, and facilitation of personnel payroll.

• **Budgeting:** Assist in budget development (including personnel, equipment purchases and maintenance, and marketing).

• **Research:** Assist in conducting research (i.e., benchmarking, surveys, focus groups etc.) to further develop programs, policies, and procedures and make recommendations for improvements.

• **Other:** Assist in other departmental activities and perform other duties as assigned.

**Requirements:**

- Bachelor's degree, preferably in Kinesiology, Physical Education, or Recreation.
- Admitted to NIU’s graduate school and enrolled in a graduate course of study.
- Preference will be given to graduate students pursuing a degree in Sport Management, Environmental Education, Kinesiology and Physical Education or Adult and Higher Education.
- This position is designated as security sensitive. In compliance with the Illinois Campus Security Act, before an offer of employment is made, the university will conduct a pre-employment background investigation, which includes a criminal background check.
- Current certifications in CPR/AED, First Aid, and Blood Borne Pathogens.
- Must be able to spend extensive time away from campus in the field facilitating trips, events and staff trainings.

**Qualifications:**

- Strong experience working in an adventure program setting.
- Strong background in areas of rock climbing, water sports, snow sports, biking, etc.
- Obtain a Wilderness First Aid certification within six months of beginning employment.
- Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds.
- Good organizational skills and ability to work independently.
- Good written and oral communication skills.
- Ability to supervise others and work in a dynamic, changing, and diverse environment.
- Genuine interest in gaining experience and knowledge to enhance chosen career.
Preferred Qualifications

- Experience working in a customer/client environment.
- Professional certifications in climbing, kayaking, Wilderness First Responder (WFR), Wilderness Education Association (WEA), Leave No Trace (LNT) and/or related certifications.
- Experience in student employee supervision and evaluation.
- Experience working with diverse student and community groups.
- Genuine interest in gaining experiences and knowledge to enhance career development in the Outdoor Adventure field in a RecWell environment.

Salary/Compensation for a 9.5 month, 20 hours per week position include:

- Start Date: August 1, 2018
- Salary: $1000 per month
- Housing in residence hall: no
- Meal Plan: no
- Tuition: Full tuition waiver (excluding student fees, which are approximately $1020 per semester, any off campus fees, and the cost of books)
- Other Benefits: if funds available, assistance in conference costs.

Contact Information:

Christine Lagattolla
Assistant Director, Outdoor Adventure
University Recreation and Wellness
Student Recreation Center
DeKalb, IL  60115
(815)753-9422
clagattolla@niu.edu

Materials

To apply send a letter of application, resume, and a list of three current references including names, addresses, e-mail addresses, and phone numbers to: Northern Illinois University, Student Recreation Center, Attn: Christine Lagattolla Assistant Director of Outdoor Adventure, DeKalb, IL 60115. Electronic applications must be submitted in Word format to clagattolla@niu.edu. The position is open until filled.

Northern Illinois University is an equal opportunity institution and does not discriminate on the basis of race, color, religion, sex, age, marital status, national origin, disability, or status as a disabled or Vietnam-era veteran. The Constitution and Bylaws of Northern Illinois University afford equal treatment regardless of political views or affiliation, and sexual orientation. NIU recognizes Dual Career issues.

About NIU

Chartered in 1895, NIU is a comprehensive teaching and research institution with a student enrollment of approximately 25,000. Located in one of the most dynamic regions of the country, DeKalb is 65 miles west of Chicago, Illinois. NIU is included in the Doctoral/Research Universities-Extensive category of the Carnegie Foundation for the Advancement of Teaching and is a member of the National Association of State Universities and Land-Grant Colleges. NIU has a diverse student population with 836 international students representing 90 nations. Approximately 6,000 students live on campus in residence halls and apartments. RecWell is a department in the Division of Student Affairs. The department offers open recreation, aquatics, group fitness classes, intramurals, sport clubs, outdoor recreation, nutrition counseling, and personal training services. The staff includes 6 full-time professionals, 2 full-time support staff, 7 graduate assistants, and 2-3 interns.