

Position Description

POSITION PROFILE

Position Title: OAP Student Staff Member

EOU Department/College: Outdoor Adventure Program

EOU Supervisor Title: OAP Director

Typical Job Duration: Academic Year (Fall, Winter, Spring Terms)

Job Level: Level 1

Type of Schedule/Typical Hours: Flex schedule-agreed upon

Typical Number of Hours Per Week: 2-10 hours per week

POSITION INFORMATION

Student Position Description Summary:

The Outdoor Adventure Program (OAP) Student Staff Member at Eastern Oregon University is responsible for supporting outdoor programming. The position involves working in one of two main areas: the rental shop or the climbing center. Staff members are tasked with providing exceptional customer service, handling cash transactions, maintaining equipment, and ensuring safety and compliance in the climbing center. This role requires a strong interest in outdoor activities, independent work skills, and the ability to engage with diverse groups.

Job Duties/Responsibilities/Essential Functions:

- Support OAP programming with superior customer service skills.
- Assist the OAP Director with outdoor programming and activity coordination.
- Meet campus groups to promote OAP services.
- Provide outdoor equipment and information to EOU students, faculty/staff, and community members in the OAP rental shop.
- Conduct routine maintenance and repair of OAP outdoor equipment and gear.
- Manage money transactions, accounting, and daily student account deposits.
- Oversee the safe operation of the climbing center and supervise indoor climbing users.
- Gain proficiency in indoor climbing skills and provide belay services and instruction.
- Assist in generating enthusiasm for outdoor programming within the university community.

HIRING CRITERIA

Minimum Qualifications:

- Must be an EOU student enrolled in a minimum of six (6) credits (undergraduate) or nine (9) credits (graduate)
- Must be in good academic standing with a GPA of 2.0 or higher
- Passing a background check pending employment offer

Preferred Qualifications:

- Strong connection to and willingness to learn about outdoor sports
- Proficiency with Microsoft Office suite programs

Desired Knowledge, Skills & Abilities:

- Strong interest in connecting the campus and community
- Excellent interpersonal skills in working with colleagues and the public
- Ability to work independently and demonstrate efficiency
- Knowledge of local recreational opportunities
- Familiarity with RentMaster software (for rental shop staff)
- High level of rock climbing knowledge and skill proficiency (for climbing center staff)
- Strong critical thinking skills and ability to respond quickly
- Detail-oriented on various tasks and projects
- Professional work ethic and independent time management skills

STUDENT LEARNING OUTCOMES

As a result of completing this Employment, the student will:

Academic Learning Outcomes:

- Students will learn the key components of working in a team environment
- Students will develop outdoor skills and equipment knowledge relevant to outdoor recreation management

Industry Learning Outcomes:

- Students will become familiar with risk management procedures and safety protocols in recreation management
- Students will gain critical knowledge in outdoor program administration and management

Career-Readiness Learning Outcomes:

- Students will develop effective skills to work independently
- Students will enhance their interpersonal communication skills through interactions with diverse groups
- Students will improve their ability to manage time and prioritize tasks in a professional setting

PROFESSIONAL DEVELOPMENT & TRAINING

Professional Development & Training

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- Job-specific training provided by the Outdoor Adventure Program.
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

LEARNING ASSESSMENT & PERFORMANCE EVALUATION

Learning Assessment and Performance Evaluation

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework