Macoskey Center
Graduate Assistant

<table>
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<tr>
<th>Department:</th>
<th>The Robert A. Macoskey Center (RAMC)/Parks and Recreation Department</th>
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<td>G.A. Position:</td>
<td>Graduate Assistant, 2017–2018 academic year</td>
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| Supervisor: | Mary Ann King, Director of Academic Resources
Shawn Davis and Becky Thomas, Co-Directors of RAMC programming |

Job Functions/Responsibilities – List the duties this graduate assistant will be expected to perform.

- Assist the programming co-directors in training, supervising and scheduling student workers
- Create, plan and execute special programs and presentations
- Marketing and public relations, including social media and responding to e-mail
- Track income and expenditures related to the site’s operation
- Program assessment and evaluation
- Grounds and trail maintenance
- Open and close the building, answer phones, provide visitor services
- Set up and tear down classrooms
- Supervise gardening/farming/landscaping duties of student workers, report to RAMC Faculty and Staff
- Assist in soliciting and tracking donations for market garden produce
- Plan and conduct educational programs and tours for visiting groups on sustainability, gardening, and nature and the environment
- Begin pre-planning for Fall and Spring RAMC Environmental Education programs
- Perform general construction and maintenance activities at the RAMC including light carpentry and painting

Desired Qualifications – List the experiences and/or abilities you wish an applicant for this position to have.

- Must meet eligibility standards of the graduate school including unconditional acceptance into a graduate program and a class load of 9 semester hours of graduate coursework (unless a lighter load is approved by the dean of graduate studies)
- Experience and/or pursuing a graduate degree in a field related to environmental education,
### Macoskey Center Graduate Assistant

- Sustainability and/or resource management
- Experience with trail/site maintenance and natural resource management
- Highly organized with attention to detail
- Excellent written and oral communication skills
- Professional work ethic and teachable spirit
- Experience supervising others
- Valid Driver’s License
- Ability to work as a part of a collaborative team

### Graduate Student Outcomes – List the skills/abilities the graduate assistant can expect to learn in this position.

- Completion of National Association of Interpretation Certified Interpretive Guide workshop and certification exam
- Gain experience in sustainability education/environmental education program development and evaluation
- Gain resource management skills
- Gain experience writing grants and conducting research
- Gain experience working collaboratively with undergraduate students, SRU faculty and staff, and community members.
- Develop skills in visitor services and management

### Appropriate SRU Graduate Majors – List the SRU graduate programs that would be the most appropriate source of candidates for this position based on the job description and the expected learning experiences.

- All majors welcome to apply

### Supervisor’s address:

Rebecca Thomas 119 Patterson Hall
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