



HOBART AND WILLIAM SMITH
COLLEGES

POSITION DESCRIPTION

POSITION TITLE: Graduate Assistant: Outdoor Recreation and Adventure Program
Assistant (2025-2026)

LOCATION: Geneva, NY

POSITION SUMMARY

Hobart and William Smith Colleges is accepting applications for admission into the [Master of Arts, Higher Educational Leadership program](#). Our two-year Master's in Higher Education Leadership (MHEL) program will prepare you to challenge the current state of higher education and lead the change needed to support the next generation of college students. Courses encourage you to analyze and critique the history and policy of higher education, identify ways to move the needle on belonging, diversity and equity initiatives and investigate leadership and innovation techniques. Admission is on a rolling basis for the 2025-2026 academic year for both Graduate Assistantships and admission. The program boasts a wide array of Graduate Assistantships which include tuition remission in the HWS MHEL program and a \$20,000 stipend.

The GA for Recreation and ORAP will assist with the oversight and programming for our outdoor recreation adventure program, in conjunction with the Assistant Director of Recreation. This position will also support and run programming around intramurals, fitness and personal training with opportunities for certifications. GAs are expected to work 19 hours during a typical week with morning, evening, and weekend commitments. One position is available.

Essential Responsibilities:

- Assist with oversight of our outdoor recreation adventure program (ORAP), including but not limited to:
 - Gear Inventory, maintenance, and replacement plans
 - Trip planning & leading
 - General risk management
 - Kayak rental as a fundraiser during first 6 weeks of academic year.
 - Develop yearly calendar of events & determine what is needed to make these events successful.
 - Guide students on organization of budgeting and funding requests/planning.
- Oversee Bristol Field House operations, including opening the building and holding open office hours.
- Assist with Intramural programming.



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- Possibility for certification and instruction of group fitness classes &/or personal training.
- Other duties as assigned.

Required certifications upon hire:

1. CPR/AED/First Aid certification within 3 months of hire.
2. Wilderness First Aid Certification through Survival Med Online within 3 months of hire.
3. HWS Van Certified within 1 month of hire.

Other Information:

This is a part-time, temporary, non-benefits eligible position. This position description is not all-inclusive as other tasks or responsibilities may be assigned.

Qualifications:

- Bachelor's degree is required and a minimum of one year of leadership experience, preferably experience related to the area.
- Demonstrates an ability to work with a diverse group of people and enjoys spending a significant amount of time with people.
- Student centered and with a team approach to success.
- Should be detail oriented and organized.
- Must bring positive energy and a sense of humor to the work.
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

Terms of Employment:

- Must maintain a cumulative GPA of a 2.75.
- Employment begins August 1, 2025, and ends May 31, 2026

All Graduate Assistantships must be accepted into the Master of Arts in Higher Education Leadership at Hobart and William Smith Colleges as full-time students, as Graduate Assistantships have a maximum term of two consecutive years. Maintaining good academic standing, contributing in the classroom setting, managing their time effectively and balancing their schoolwork along with their GA duties is a priority for all parties.

[Click here to apply for position](#)