## Current Positions

Below are the job listings at Montreat College where students may have the opportunity to work:

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Outdoor Education Gear Room Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Outdoor Education Department</td>
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<tr>
<td><strong>Job Description:</strong></td>
<td>Working closely with the Outdoor Education Faculty, the WJFYS/ Immersion Program Assistant will serve to provide general administrative assistance for the Immersion Semester. Additionally he/she will assist the Outdoor Education Faculty in general administrative procedures as necessary. Preference given to a student who has completed at least one year in the Outdoor Education major and intends to register for the Immersion Semester in the Spring of 201____.</td>
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| **Major Duties:** | 1. Work with the supervising faculty member to coordinate program logistics including lodging reservations, detailed travel plans, special course events, etc.  
2. Coordinate vehicle and trailer usage for the WJ and Immersion programs.  
3. Drive vans for course logistics.  
4. Coordinate equipment and food use with the OE Gear Room Manager.  
5. Oversee program specific gear and equipment needs and issue/do-issue process.  
6. Program Administration  
7. Work with supervising faculty member to assist in program planning, evaluation, staff hiring, etc.  
8. Work with supervising faculty member to assist in program marketing including brochure and web site development. |
| **Requirements:** | ▪ Knowledge of the skills area of backpacking and backcountry camping.  
▪ Knowledge of Outdoor Education Standard Operating Procedures.  
▪ Knowledge of, or willingness to learn equipment repair.  
▪ Qualified to drive college vans. |
| **Pay Rate:** | To be determined |
| **Work Hours:** | To be determined |
| **Start Date:** | Fall 2014 |
| **Number of Positions:** | 2 |
| **Supervisor:** | Outdoor Education Department |
| **Email:** | bdaniel@montreat.edu |
| **Phone:** | 828-669-8012 ext. 3307 |
Overview:

Outdoor Education Gear Room Manager

Job Title: OE Wilderness Journey for First Year Students (WJFYS) / Immersion Semester Program Assistant

The Position:
Working closely with the Outdoor Education Faculty, the WJFYS/Immersion Program Assistant will serve to provide general administrative assistance for the Immersion Semester. Additionally he/she will assist the Outdoor Education Faculty in general administrative procedures as necessary.

This position reports directly to the Faculty member primarily responsible for the Immersion Semester, but may also receive direction from other members for the OE Faculty as needed. Preference given to a student who has completed at least one year in the Outdoor Education major and intends to register for the Immersion Semester in the Spring of 2008.

Major Duties: Specific responsibilities will include but are not necessarily limited to the following:
1. Program Logistics
   a. Work with the supervising faculty member to coordinate program logistics including lodging reservations, detailed travel plans, special course events, etc.
   b. Coordinate vehicle and trailer usage for the WJ and Immersion programs.
   c. Drive vans for course logistics.
2. Coordinate equipment and food use with the OE Gear Room Manager.
   a. Oversee program specific gear and equipment needs and issue/do-issue process.
3. Program Administration
   a. Work with supervising faculty member to assist in program planning, evaluation, staff hiring, etc.
   b. Work with supervising faculty member to assist in program marketing including brochure and web site development.

Personal Attributes-
Knowledge of the skills area of backpacking and backcountry camping.
Knowledge of Outdoor Education Standard Operating Procedures.
*Self-motivated - ability to find jobs when supervision is absent.
Attention to details - produce quality work.
Knowledge of, or willingness to learn equipment repair.
Qualified to drive college vans.
*Trustworthy - able to maintain confidence with sensitive information.
*An optimistic attitude. Commitment to Montreat College and to the Christian faith. Diligence and determination to complete tasks.