

CAMPUS REC

Climbing Center Instructor

10-15 Hours/Week • \$14.57/Hour

3 Positions - Start Date: August 30, 2021

Duties and Responsibilities

- Represent CREC at recruitment and outreach events across campus, including but not limited to: new student/transfer orientations, admitted student receptions, Viking Day events, student engagement fairs, and departmental events
- Assist with outreach efforts for CREC as needed
- Table across campus and at events
- Take students on tours of the Rec Center facility
- Give presentations and info sessions at events
- Deliver CREC marketing materials to various departments across campus
- Assist in CREC marketing social media efforts and campaigns
- Assist the Marketing & Outreach leadership team with marketing related activities as needed
- Attend required outreach team meetings
- Maintain and update posters and signage within the Rec Center facility, and distribute marketing materials across campus.
- Organize, label, and distribute swag items.
- Manage and update your Google calendar for work availability and scheduling
- Collaborate with departments across campus to further CREC's mission, vision, and values.

Expectations

- To maintain any valid certifications that is required of your position.
- Ability to establish and maintain an effective working relationship with other team members and supervisors
- Ability to interact with vendors, students, and the public to provide information in a polite and efficient manner both in person and on the phone
- Ability to effectively communicate through email, in person, and with groups of people effectively and in a professional manner
- Maintain a 24 hour email response time during all business days
- Be available for mandatory team training and meetings

Typical Working Hours

- Climbing Center Instructors are expected to work a minimum of 8 hours per week. Shifts are typically between 4-8 pm Monday-Friday and Saturdays 10am-2pm. Setting shifts take place one day a week with a staff member setting every other week for 4 hours.

CAMPUS REC

- Some additional evenings and weekends are required for special events.
- Additional hours will be required for special events including the Bouldering Competition in early April and the annual maintenance period in late August.

Working Conditions

- Type of work – Aspects of this work are physically demanding and require a good baseline of physical fitness relative to technical rock climbing
- Uniform – staff shirt, nametag, pants, skirt, or shorts (must be of appropriate length)
- Location of work – Academic and Student Recreation Center Climbing Wall, Outdoor Program Office

Minimum Qualifications

- Maintain minimum enrollment (6 credits for undergraduates, 5 credits for graduates) for three out of four terms in the year
- Minimum 2.0 grade point average (undergrad) and 3.0 (graduate) and maintain good academic standing throughout employment
- Commitment to Campus Rec's mission, vision, values, and dignity statements
- Positive attitude
- Ability to respond to emergency situations
- Good communication skills
- Ability to work with people
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions.
- Passion for climbing, with a heavy intensity of climbing in the last 6 months.
- Passion for instruction and an interest in acquiring the technical skills related to indoor climbing.
- American Red Cross
- **Must successfully complete a background check**

Preferred Qualifications

- Ability to teach technical aspects of climbing in a polished and professional manner including: belaying, basic climbing, knots, and climbing movement.
- Experience working with diverse populations.
- Strong interpersonal and communication skills.
- Demonstrated history of appropriate customer service skills.
- Experience with route setting.
- PCIA or AMGA certification.

CAMPUS REC

Special Notes

- The position begins on **August 30, 2021** and employees must be available for the full week (**8/30 – 9/3**) for Climbing Center Maintenance and resetting. In addition, staff training will occur September 13 – September 15.
- The Climbing Center prefers to hire students who have at least one full year left at PSU.

Application Instructions

1. Complete our [Campus Rec Application](#), a **resume**, and a **one-page cover letter** describing your interest in the position and any related experience.
 - Visit the University Career Center's [Writing a Cover Letter webpage](#) for tips on how to write your cover letter
 - Visit the University Career Center's [Writing a Resume webpage](#) for tips on how to create a resume.
2. Email **application, resume, and cover letter** (and any supplemental materials) as **PDFs** to the [Campus Rec Jobs email](#) at crcjobs@pdx.edu with the subject line stating "Position Name, Last Name."
3. You will receive a confirmation email that we have received your application within one week.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant by phone at 503-725-2946 or [email Chiki Kwong](#) at ckwong@pdx.edu.

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.

Deadline for Submission: August 9th at 8:00 a.m.