

SPOT ADMINISTRATIVE PROGRAM ASSISTANT

Location: Stanford University Athletics– Physical Education, Recreation and Wellness
Application Date: March 16, 2007
Start Date: April 2, 2007 (negotiable)

Program: The Stanford Pre-Orientation Trips (SPOT) program is intended to help ease the transition of new Stanford undergraduates to college life. The wilderness trips are 5-day backpacking trips led by trained Stanford students; community service trips are also offered.

Responsibilities: The SPOT administrative program assistant oversees all administrative aspects of SPOT. Responsibilities include:

- Answering and maintaining program phone and e-mail addresses
- Developing and mailing program brochure
- Maintaining program website, including online application process (training can be provided if needed)
- Recruiting and organizing support staff; organizing logistics for support staff and trip leaders during the pre-trip period
- Arranging for program vehicles
- Selecting participants; organizing participant information; communicating with participants; answering questions about SPOT
- Planning and running pre and post-trip activities (check-in, barbeque)
- Compiling post-trip notes and evaluations for all wilderness trips
- Developing a structure through which some responsibilities may be delegated to student coordinators, trip leaders, or support staff
- Managing safety and risk for SPOT
- Assisting in planning for the future of the wilderness trips, including program development, evaluation, and networking
- Assisting in balancing the program budgeting
- Other duties as assigned

All program assistants are supervised by the Coordinator for Outdoor Education. The job is part-time and the schedule is flexible.

Qualifications: Preferred qualifications include:

- Excellent administrative, organization, budget, and communication skills.
- Excellent time-management and ability to multi-task
- Ability to work effectively both alone and within a collaborative leadership team.
- A commitment through September 2007, including summer. Willingness to commit through September 2008 or to help train a successor appreciated.
- Enthusiasm about the program and a desire to help it grow.

Those with less experience but lots of enthusiasm are also encouraged to apply.

Benefits: \$2500 stipend per year. Excellent experience in program management and working within a university infrastructure. An opportunity to help develop a new and growing program that really makes a difference.

To Apply: Please send a resume and cover letter detailing any relevant experience to spot@stanford.edu. Questions about the program or the position can be sent to the same e-mail address.