



Position Summary

The Adventure Specialist is responsible for Gear Shop operations at the IU Outdoor Adventures Center in Eigenmann Hall. The Gear Shop provides options for students to buy or rent gear at competitive prices and features a free clothing library for students going out on OA academic courses. Regular shift hours available Monday-Friday 2-6pm. Some off-hour and weekend work may be available.

Specific Responsibilities

- Shop opening and closing procedures.
- Gear inventory, maintenance, cleaning, and repair.
- Communicates with incoming and outgoing customers.
- Upkeep of general office operations.
- Other special projects/events as deemed necessary by IUOA Administrators Pulling, packing, and returning equipment for trips.

Required Skills/Qualifications

- Ability to maintain and coordinate office files and paperwork.
- Ability to promote and encourage collegiality.
- Ability to assist with maintenance and upkeep of physical space.
- Ability to work independently as well as to collaborate effectively with others.
- Ability to maintain organization with inventory processes.
- Maintain employee morale and accomplishment of work tasks.

Preferred Skills/Qualifications

- Knowledge of equipment and retail items in outdoor adventure programming is helpful.

Benefits of Employment with Campus Recreational Sports

- Development of transferable skills such as communication, flexibility, time management, problem solving and critical thinking, that will contribute to continued professional development.
- Opportunity to get to know and work more closely with a variety of Recreational Sports staff and participants.

Starting Pay Rate: \$12.00/hour