

**WILDERNESS MEDICINE INSTITUTE OF THE NATIONAL OUTDOOR LEADERSHIP SCHOOL
POSITION DESCRIPTION 2009 (FY10)**

JOB TITLE: WMI Program Assistant
REPORTS TO: WMI Sponsor Coordinator

JOB OBJECTIVE: The Wilderness Medicine Institute (WMI) Program Assistant works as an integral member of the WMI Programming Team. The PA is primarily responsible for providing logistical support for WMI sponsored programs. The PA supports the Staffing Manager and Staffing Coordinator by providing course-related support to WMI instructional staff.

QUALIFICATIONS: The ability to develop a firm understanding of the WMI mission, organizational system, sponsor and instructor policies. The Program Assistant (PA) must possess the ability to work independently, organize multiple duties and prioritize workload. Strong communication, planning and logistical skills are essential. Required skills include programming experience, exceptional phone skills, computer literacy, database use, computer layout skills, and email capabilities. Preferred skills include course experience with WMI.

LEADERSHIP OR SUPERVISORY DUTIES: Works closely with the Sponsor Coordinator, Staffing Manager and Staffing Coordinator. Networks internally with all WMI administrative staff, and attends department meetings on a weekly basis. Communicates externally with WMI sponsors representing WMI policies, WMI course facilities and WMI field staff. Functions as an integral member of the WMI Programming Team.

RESPONSIBILITIES:

40% Support staff with WMI course travel and logistics. Secure travel arrangements for staff to include flight itineraries and ground transportation

40% Primary position supporting logistics for WMI sponsored courses held in various locations throughout the western US. This includes securing course classroom and instructor housing facilities, editing WMI student pre-course information packets. The PA data enters sponsor CLS, communicates shortcomings to Sponsor Coordinator and helps with follow-up when needed. The PA then communicates all course-related logistics to staff. Generally assist in supporting WMI sponsors as needed. The PA supports programming by filing course-related documents, including finance requisitions, logistics and travel itineraries.

5% Supports Program Director in implementing facility contracts, maintains facility/course specific records on the database and in course files. Evaluates invoices based on contractual agreements and submits requisitions to finance.

5% Assists Registrar with roster data entry and miscellaneous administrative support, support Student Services Representative and Registrar with phone shifts.

10% Other duties as assigned.

CRIMINAL BACKGROUND CHECK: A criminal background check is required of all NOLS employees.

WORK LOCATION: WMI of NOLS offices, NOLS Headquarters, Lander, WY

HOW TO APPLY: Send, fax or email cover letter and résumé to: Cheryl Jones, WMI Sponsor Coordinator, WMI of NOLS, 284 Lincoln St, Lander WY, 82520, 307-335-2358, fax 307-335-2355, Cheryl_jones@nols.edu

APPLICATION CLOSING DATE: July 1, 2009

STARTING DATE: July 13, 2009