Operations Coordinator / Lecturer
Adventure Education Program
Fort Lewis College • Durango, Colorado

Summary:
The full-time Operations Coordinator / Lecturer position is an exempt staff position with instructional duties. The Operations Coordinator responsibilities include all aspects relating to outdoor equipment used by the Adventure Education program, food for extended field-based courses, transportation, facilities, risk management, and logistics. The Lecturer responsibilities include teaching 12 credits (four courses) over the academic year including Wilderness First Responder, a variety of classroom theory and field-based technical skills courses, and student advising.

Fort Lewis College is a state-supported liberal arts college with its own governing board and it is a member of the Council of Public Liberal Arts Colleges (COPLAC). Total enrollment at the College is about 3,800 students with 30% multicultural population. Fort Lewis College offers accessible, high quality, baccalaureate liberal arts education. Teaching is the first priority, and close student/faculty interaction is emphasized. Visit the Fort Lewis College website for more information.

Duties and Responsibilities

Operations Coordinator –

- Coordinate the development and maintenance of the Adventure Education program’s risk management systems, including policies and procedures, emergency action plans, and wilderness medical protocols
- Manage and oversee the program’s operational systems for effective, efficient, and essential academic course functions, including equipment purchase, maintenance, and replacement; course supply and food procurement; transportation scheduling and coordination
- Maintain equipment and food storage areas in Pine Hall
- Mentor students for learning and implementing menu planning, equipment repair, and trip planning
- Supervise work-study students regarding logistics operations
- Perform other duties as assigned

Lecturer –

- Teach Wilderness First Responder (WFR) courses
- Teach a selection of theory and field-based courses, and advise students. Course load, including WFR courses and student advising, will not exceed 12 credits (four courses) per academic year
- Maintain regular office hours and availability to students

Required Qualifications:

- Master’s degree in adventure education, outdoor education, or related field
- Current certifications in Wilderness Emergency Medical Technician, plus qualifications and certifications with an approved wilderness medicine education provider to administer, teach, and confer certifications in wilderness first responder (WFR) and CPR to students
- A minimum of one year of experience managing, purchasing, tracking, and repairing equipment used in outdoor adventure programming
- A minimum of one year of experience developing and coordinating risk management and emergency response systems, including search and rescue operations, at the backcountry/field and organizational levels
- A minimum of two years full-time equivalent experience teaching in a college or university adventure education or outdoor education program
- Familiarity with professional accreditation standards (AEE or WEA), current research, textbooks, and other publications in adventure education
- Excellent written and oral communication skills
Preferred Qualifications:

- Certifications in outdoor technical skills such as with the American Mountain Guide Association (AMGA), avalanche instructor, swiftwater rescue, etc.
- A record of scholarly accomplishments such as publications, conference presentations, and professional trainings
- Active participation in professional organizations such as the Association for Experiential Education, Wilderness Education Association, etc.
- Familiarity with higher education course management software such as Moodle, Canvas, or Blackboard

Application Process: 

Electronically submit materials to:

sdeppich@fortlewis.edu

A complete application packet includes:

1. *Curriculum vitae*
2. Unofficial Copies of undergraduate and graduate transcripts
3. A letter of interest addressing the duties and qualifications (required and preferred)
4. A statement of teaching interests and style
5. Three letters of reference

Inquiries should be addressed to Lee Frazer, Ph.D.
email: frazer_l@fortlewis.edu 970-247-7353

Materials received by February 5, 2015, will receive full consideration.
Applications will be accepted and reviewed until the position is filled.

The successful candidate will be required to submit official transcripts, complete the FLC application for employment, and pass a background check.

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Equal Opportunity:
Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, political beliefs, gender identity, gender expression, disability, sexual orientation, political beliefs, or veteran status. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff. People from under-represented groups are encouraged to apply.

About Fort Lewis College and Durango:
Fort Lewis College is Colorado's public liberal arts college, offering baccalaureate degree programs in the arts, humanities, social sciences and natural sciences as well as professional programs in applied sciences, teacher education, and business administration. The college has a diverse student body with an enrollment of about 4,000 from 46 states and 10 nations, 20% Native American, and 8% Hispano.

The campus is located on a mesa top at the foothills of the San Juan Mountains as it converges with the desert Southwest. The College contributes directly to the cultural and economic vitality of the area. Durango is the hub of Southwestern Colorado, situated in a beautiful mountain valley with nearby peaks reaching 14,000+ feet. A mild four-season climate allows numerous opportunities for skiing, fishing, biking, golfing, etc. With an area population of 45,000, Durango is cosmopolitan for its size and is served by major airlines with direct connections to Denver, Phoenix, and Dallas. It is 3.5 hours driving distance from Albuquerque, N.M.