



NOLS WILDERNESS MEDICINE INSTITUTE
NC OFFICE OF EMS
LEAVE NO TRACE CENTER FOR OUTDOOR ETHICS
AMERICAN CANOE ASSOCIATION
STARFISH AQUATICS INSTITUTE
AMERICAN SAFETY & HEALTH INSTITUTE

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Landmark Learning's mission is to be the leading resource for education and training for the outdoor community, advancing national standards through a network of professional educators, researchers, and certification specialists. Located on 40+/- mountainous acres, we serve 3000+ students annually at our Cullowhee, NC, campus and around the world.

Support Assistant (SA) - Part-time/Seasonal Position

Schedule:

- Part-time/Seasonal: 15-20 hours per week, January-June in 2023.
- Schedule is flexible, based on candidate, but regular weekly hours are desired.

Pay and Benefits:

- \$10 per hour
- Access to Landmark Learning pro-deals
- \$500 one-time bonus upon successful completion of contract

Reports to:

The Support Assistant is supervised daily by the Program Manager, and overseen by the Administrative and Executive Directors. This position is conducted on site at the Landmark Learning administrative office in Cullowhee, NC.

Responsibilities Include:

Course Support

- Assist Program Manager (PM) with gear set management, shipping, restock, and inventory.
- Assist with campus setup and readiness for onsite courses
- Assemble course paperwork folders
- Other duties as assigned

Office Support

- Student records - post-course database entry and maintenance, including certifications, course grades, and continuing education hours
- Customer service - answer phones, direct queries, return emails and voicemails
- Enrollment - serve as initial point of contact for course registrations, cancellations, and transfers; maintain accurate enrollment information via online course calendar
- Assist with retail sales and Landmark store inventory

Facility Support

- Assist with facility and grounds maintenance
- May include trail maintenance, leaf-blowing, mulching, light facility repairs, classroom cleanliness, and other duties as assigned

Competencies/Requirements:

- Excellent written and verbal communication skills
- Ability to communicate clearly and positively with a wide variety of people, including students, instructors, staff, and organizational partners
- Excellent organizational skills
- Basic proficiency with computers, and ability to learn new computer programs and systems
- Ability to lift up to 50lbs and perform occasional manual labor
- Ability to work independently, as well as part of a team
- Ability to troubleshoot challenges and offer new solutions
- Must commit to agreed-upon schedule for 6 months

To Apply: Please send your current resume and a letter of intent to *Maury Hudson, Program Manager*, at program@landmarklearning.org. Upon review of your application, you may be invited for a phone and/or personal interview. Please do not call the office with inquiries.

Application Deadline: Applications will be accepted and interviews conducted until the position is filled.