



Gonzaga Outdoors Office Staff Job Application

Applications are due February 21st by 5:00pm.

Email your completed application and a copy of your resume to edigerb@gonzaga.edu

Name the file “[Your Name]-Office Staff Application”

Starting Date: Fall 2025

Hours: 8-12/week

Pay: \$16.66/hour

Summary: The Gonzaga Outdoors Office Staff play a vital role in making outdoor recreation accessible, engaging, and well-organized for the student community. Each position within the office focuses on a specific area—such as event planning, marketing, trip logistics, financial oversight, and equipment management—but all staff members work collaboratively to support the program’s mission of fostering outdoor adventure, leadership, and community.

Please fill out this application and indicate your preferred position or positions. Supervisors will assist in placing applicants in roles to which they would be well suited based on their application and preferences. Read on to learn about specific office positions and find a link to the full descriptions on our website.

Job Descriptions: Please check the box next to **all** the positions in which you are interested.

- Office Assistant:** Run logistical processes to support trips, including managing online signups, paperwork, communication, and processing rental equipment.
- Marketing, Communications, and Events:** Plan and coordinate GU Outdoors’ campus events. Run GU Outdoors social media pages, website, and community email communications.
- Finance Coordinator:** Allocate department purchases and manage office staff credit cards. Track revenues and expenses.
- Gear Room Technician:** Manage gear rentals, maintain & track gear inventory, prepare gear for trips. Clean and repair rental gear.
- Rations Coordinator:** Plan and coordinate the food and snacks for GU Outdoors off-campus trips and on-campus events.
- Bike Shop Technician:** Provide bike and ski maintenance and repair for the Gonzaga community members. Maintain bike, xc ski, and snowboard rental equipment.

Required Skills & Qualities:

- Team-oriented
- Able to contribute to a positive work environment
- Organizational and time management skills
- Ability to work independently and manage tasks without direct supervision
- Ability to interact with and provide service to a wide variety of customers
- Creative problem-solving skills
- Active and engaged learner
- Ability to reflect on oneself, give and receive feedback, and implement feedback
- Ability to communicate effectively with supervisors and peers
- Passion for working to create equitable access for all in the outdoors

Desired Skills & Qualities:

- Passion for the outdoors and getting Gonzaga students involved in the outdoors
- Experience and skills specific to the job(s) selected above
- Experience and comfort with Microsoft products
- Experience with sales and storefront management

Work Environment & Physical Characteristics:

Position may include standing or sitting for extended periods of time while working at a computer. Work will typically take place in an office setting but may be assigned physical duties interdepartmentally around campus. A student applying for this job should be able to perform the essential job functions with or without accommodation.

Benefits:

Student employees accrue one hour of sick time off for every 40 hours worked. Accrual begins at the start of employment.

Note: Applications require a copy of your resume. If you need help creating/updating your resume, visit the Career and Professional Development Office in the first floor of Crosby or find them online at [Career Services | Gonzaga University](#).

Name:
Pronouns:
Graduation Year:

Email:
Phone Number:

Please indicate your availability (Check all that apply):

- | | |
|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Fall 2025 | <input type="checkbox"/> Spring 2026 |
| <input type="checkbox"/> Fall 2026 | <input type="checkbox"/> Spring 2027 |
| <input type="checkbox"/> Fall 2027 | <input type="checkbox"/> Spring 2028 |

Work Study: Gonzaga Outdoors Office Staff positions are **all** work study eligible, and there are 5 positions specifically set aside for work study. **Please indicate whether you are work study eligible:**

- Yes, I am work study eligible. No, I am not work study eligible.

Please answer the following questions:

Why do you want to work for Gonzaga Outdoors?

How do you manage workflow, teamwork, and communication with coworkers?

Describe a time when you provided a creative solution to a problem.

Gonzaga Outdoors values diversity equity and inclusion as a core component of our mission. How would you carry these values into everyday work interactions?

Briefly list your expected work availability.

Please provide any additional comments that would help us better understand your abilities related to the position(s) you selected.

Attach your professional resume.