Graduate Assistant, Aquatic Programs

**Job Description**
The Aquatics Graduate Assistant (GA) reports directly to the Aquatics Coordinator. The Aquatics GA is responsible for implementing policies and procedures, which contribute to the direct supervision, operation and advancement of the Aquatic Programs. Under the supervision of the Aquatics Coordinator, the Aquatics GA serves as a leader to Aquatic Program Assistants, Building Supervisors, Lifeguards, Red Cross Instructors, Learn-to-Swim Instructors, Service Desk Attendants and Retail Attendants. The GA will oversee daily operations of Aquatic Programs, Pools, HPER Building, HPER Service Desk, and the Rec Stop retail store. The GA will assess the program and provide staff support while participating as an active team member to USU Campus Recreation Staff.

**Primary Duties and Responsibilities:**
- Assist with the overall management and supervision of Aquatic Programs, HPER, and Rec Stop
- Maintain daily office hours and scheduled supervision/assessment hours
- Assist in the recruitment, hiring, training, supervision and evaluation of Aquatics, Service Desk, and Rec Stop retail student staff
- Assist in the development of student staff through staff training, goal setting, and evaluations
- Plan and implement aquatic programs, services and special events
- Assist in the scheduling of facilities for all Aquatics programming using Fusion and When to Work
- Plan and instruct American Red Cross courses; CPR/AED and First Aid, WSI, and LGI
- Evaluate and monitor the risk management plan for Aquatic Programs
- Oversee the inventory, repair, maintenance, and replacement plan of all aquatics equipment and HPER equipment
- Oversee inventory and purchasing of the Rec Stop retail store
- Assist in the development and production of internal documentation, manuals, and trainings
- Assist with the Aquatics, HPER Service Desk, and Rec Stop budgets including expense proposals, student payroll, purchasing, and equipment
- Assist in the development and implementation of program assessment and strategic planning
- Assist with the marketing and information of the Aquatic Programs and Rec Stop
- Attend aquatic events and serve as a positive role model and resource for staff and participants
- Work cooperatively with other Campus Recreation programs and staff members assisting with departmental special events as needed
- Attend staff meetings and serve on university committees when requested
- Fulfill additional departmental duties as assigned

**Required Qualifications:**
- 1+ years’ experience in aquatics supervision and programming
- Bachelor’s Degree in Recreation, Physical Education, Sports Management or related field
- Enrollment in Utah State University Graduate Studies Program
- Must have a 3.0 GPA in the last 60 credit hours and at least in the 40th percentile on the GRE or MAT
- American Red Cross Lifeguarding and Water Safety Instructor certifications
- American Red Cross Lifeguarding Instructor certification (obtained within first 6 months)
Preferred Work Experience and Requirements:

- American Red Cross LGIT and WSIT strongly preferred
- Experience teaching American Red Cross Lifeguard and Water Safety Instructor classes preferred
- Knowledge & experience in Campus Recreation activity scheduling, registration, risk management, assessment, and supervision
- Learn-to-Swim programming and supervision experience strongly preferred
- CPO and/or AFO certification (obtained within first 6 months)

Application/Selection Process: Applicants must submit a cover letter, resume and three professional references to Casem Talbot- Aquatics Coordinator Casem.Talbot@usu.edu (435) 797-3016

Graduate Assistantship: $10,000 assistantship, plus full tuition, and subsidized insurance is available. Student fees are to be paid by the student. Up to an additional $1,000 for professional development opportunities. This position is a 10-month appointment with summer work opportunities available. Employment dates: 08/07/17 – 05/31/18 and 08/06/18 – 05/31/19. Year two is contingent upon satisfactory job performance.

Common Graduate Programs for Campus Recreation GA’s:

Department of Kinesiology and Health Science
- Master of Education in Sport and Physical Education (MEd)
- Master of Health Promotion (MHP)
- Master of Fitness Promotion (MFP)

Nutrition, Dietetics, and Food Sciences Department
- Dietetics Administration (MDA)

Emma Eccles Jones College of Education and Human Services
- Instructional Leadership- Higher Education/Student Affairs (MEd)