Job Description
The Aquatics Graduate Assistant (GA) reports directly to the Coordinator of Aquatics and Safety. 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 Managers, Building Supervisors, Lifeguards, Red Cross Instructors, Learn-to-Swim Instructors, and Service Desk Attendants. The GA will assist with programs including, but not limited to, swim lessons, safety courses, and special events. The Aquatics GA will help oversee daily operations of Aquatic Programs, Pools, HPER Building, and HPER Service Desk. The GA will also assist in the facility supervision which includes: Aggie Legacy Fields, HPER Building, North Rec Fields, Fieldhouse, and Aggie Recreation Center. Participating as an active team member to the USU Campus Recreation Center Staff will be the expectation of the Graduate Assistant.

Primary Duties and Responsibilities:
• Assist with the overall management and supervision of Aquatic Programs and HPER building
• Maintain daily office hours and scheduled supervision/assessment hours
• Assist in the recruitment, hiring, training, supervision and evaluation of Aquatics and HPER 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 programing 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 and HPER equipment
• Assist in the development and production of internal documentation, manuals, and trainings
• Assist with the Aquatics and HPER Service Desk 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 information about the Aquatic Programs
• 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

Application/ Selection Process: Applicants must submit a cover letter, resume and three professional references to Cassidy Hadden, Coordinator of Aquatics and Safety, cassidy.hadden@usu.edu, 435-797-3016.

Graduate Assistantship: $10,000 assistantship, plus full tuition, and subsidized insurance is available. Student fees/tuition differential 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: 8/3/2020 – 5/28/2021 & 8/2/2021 – 5/27/2022. 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
• Master of Health Promotion
• Master of Fitness Promotion (MFP)
• Master of Science in Health & Human Movement with specializations in: Exercise Science, Health Education, and Sports Medicine.
• Master of Sport Management

Nutrition, Dietetics, and Food Sciences Department
• Dietetics Administration

Environment and Society Department
• Recreation Resource Management

John M. Huntsman School of Business
• Master of Business Administration
• Master of Human Resources