



Aquatics Graduate Assistant

Date Range: August 2023 – April 2024

The Aquatics Graduate Assistant will be responsible for assisting in managing a comprehensive aquatics program. Reporting directly to the Aquatics Coordinator, the Aquatics Graduate Assistant's primary responsibilities will be assisting with aquatics programs and overseeing the daily aquatic operations. Duties will include coordinating the program schedule, conducting facility inspections, ordering supplies, processing payroll and managing student staff. This position requires a flexible schedule including non-traditional work hours and other duties as assigned.

Responsibilities

- Assist in supervising the aquatics staff including recruitment, interviewing, training and evaluation, and payroll of about 30 aquatic staff members
- Assist in the design, coordination management of the aquatics programs and facility to meet the needs of the university including adult and youth swim lessons, health and safety classes, and Masters Swim
- Responsible for the set-up and execution of all meetings and special events that take place in the aquatics center
- Produces and reviews appropriate reports and forms including but not limited to Chemical Logs, Accident Reports, and Incident Reports
- Assess the success and effectiveness of the aquatic programs via solicitation for patron feedback, surveys, comment cards, and evaluation of program statistics
- Contribute to marketing initiatives to increase awareness of the department and its programs to increase participation
- Present programs on aquatics to the KSU community including but not limited to adult learn to swim, aquatic fitness, masters swim, and etc.
- Attend and participate in departmental meetings and events
- Perform other duties as assigned within scope of training and certification

Required Qualifications

A Bachelor's degree; strong communication and customer service skills; current Lifeguard Instructor or Water Safety Instructor certifications from a certifying agency or the ability to crossover to the American Red Cross within 60 days of start date; collegiate aquatic recreation experience.

Preferred Qualifications

Two years' collegiate recreation facility management experience; current American Red Cross Lifeguard Instructor and Water Safety Instructor certifications; experience utilizing Fusion and/or other recreation management software, ability to work with a diverse group; career aspirations in recreational sports; motivated, enthusiastic, and attentive to detail.

Stipend and Waiver

Candidates must be a full-time student in a two-year graduate program. This program carries a full tuition waiver (in-state or out-of-state), as well as a \$11,000 annual stipend. This appointment will begin August of 2023 and conclude in May of 2024. The position is expected to work 20 hours per week. Student fees, school application fees, and other expenses will be the responsibility of individual filling this position.