Position Description

JOB TITLE: Graduate Assistant, Aquatics
DATE REVISED: 12/6/2016
CLASSIFICATION/COMPENSATION: Part-Time/ Stipend – see below
REPORTS TO: Aquatics Coordinator
DEPARTMENT: Recreational Services
PREFERRED START DATE: Fall 2017

About Georgia State University
Georgia State University is located in downtown Atlanta, with an enrollment of over 30,000 students. The mission of the Department of Recreational Services is to promote healthy lifestyles through exceptional recreational programs, services, and facilities. On campus, Recreational Services is housed in the 161,000 square foot, $30 million Student Recreation Center (SRC). Our two off-campus sites are also managed by the department; Panthersville Recreation Complex, an outdoor lighted multipurpose athletic field area and the Indian Creek Recreation Area which includes the Lodge, Challenge Course, Outpost, an outdoor pool, event lawn, and sand volleyball court.
recreation.gsu.edu

About Georgia State University Graduate Assistantships:
The department of Recreational Services offers numerous Graduate Assistant opportunities. Our positions are designed to provide enhanced service to our patrons and programs while providing an excellent opportunity for the Graduate Student to enhance their academic knowledge and professional skills. The information below is for your review to assist in your decision on whether to apply for the position.

Tuition will be waived including out of state waiver. You are responsible for your student fees (~ $1300 as of Fall 2014) and books. Current graduate assistants are granted a 10% book discount at the GSU bookstore. You will receive a $4,500 stipend Fall and Spring semesters and up to $3,000 for Summer (depending on your appointment/hours worked). These amounts are based on 20 hours of work per week during the academic semester. This appointment is on a semester-to-semester basis dependent upon job performance and funding. Scheduling will be determined by your supervisor and will vary each semester. Academic classes will be accommodated. Please note that you do not get your first check until the last working day of September. Plan accordingly. For more information on application requirements and deadlines for the College of Education, please visit http://education.gsu.edu/oaa/App_Deadlines.htm.

Job Description:
The Graduate Assistant of Aquatics under the direction of Coordinator of Aquatic Operations has the responsibility of: Assisting the Coordinator on day to day operations of the aquatics center and ensuring that the facility is operated in an appropriate manner.

Primary Responsibilities:
• Ensure that all the student employees in the aquatics center are trained and disciplined properly to run the aquatic center, coordinate work schedules for employees for each break and semester, and evaluate employees
• Instruct Lifeguard Training, CPR-Pro, or Water Safety Instructor class, and audit the lifeguards’ skill as an instructor each semester
• Deliver excellent customer service
• Support the philosophy of the Department of Recreational Services

Secondary Responsibilities:
• Input and update information regarding schedules, instructors and costs of class and lessons on Watson program
• Market and improve the class and lessons to the Georgia State community by using proper advertising avenues and analyzing the evaluation of the lessons
- Attend all staff meetings and trainings hosted by the Department of Recreational Services.
- Evening/Weekend work responsibility as required.

Minimum Requirements and Employment Terms:
- Bachelor’s degree in Exercise Science, Sports Administration, Higher Education or closely related field.
- Must hold current Red Cross, YMCA, or Ellis Lifeguard Certification, CPRO, First Aid, and AED Training
- Must hold current Red Cross Lifeguarding Instructor Certification, CPRO Instructor Certification or Water Safety Instructor Certification
- Acceptance into the Masters Program at Georgia State University. **Must be accepted by GSU to receive a position offer.**
- Must maintain a 9-hour class load for fall and spring semesters; 6-hour class load during the summer semester.
- Must maintain a B average.
- Work approximately 20 hours per week. Scheduling will be determined by your supervisor. Schedule will vary each semester. Academic classes will be accommodated.
- Ability to work independently and as a part of a professional team that collaborates effectively with colleagues.
- Ability to thrive in an environment that values high expectations, accountability, and balanced lifestyles.
- Proficiency with Microsoft Office.
- The appointment will be for the 2015 – 2016 academic year (Fall, Spring, Summer). The appointment is on a semester-to-semester basis dependent upon job performance and funding.
- Assume responsibility for the mandatory health insurance requirement and all student fees. [www.studentinsurance.com](http://www.studentinsurance.com) and select Georgia State University / Pearce and Pearce