Aquatics/Facilities Graduate Assistant Job Description



University Recreation consists of five program areas: Aquatics, Facilities, Fitness, Intramural Sports, and Outdoor Adventures. Over 200 students are employed with UREC in various positions to administer, manage, and support day-to-day operations. Student employee positions range from entry level positions such as area floor staff, office staff, and sport officials, to supervisory and management positions. Consideration for employment is based on the review of a resume and interview.

Our mission is to engage the campus community with recreation and wellness programs designed to stimulate growth and development by enhancing healthy lifestyles through participation opportunities, educational experiences, and supportive services. Through recreational involvement, UREC provides a safe and contemporary environment for social interaction while improving sportsmanship and fostering leadership development.

Supervisor: Aaron Kentner, Assistant Director for Aquatics/Facilities

Contract: A minimum of 17.5 hours/week for 10 months; August -May, with the option of

a summer employment.

Compensation: \$12.50 an hour

Graduate Assistant Position Description

This position is a two year position. The first year of the assistantship will focus on the Aquatics division of UREC. The second year will focus on the Facilities division of UREC. Graduate Assistants are responsible for overseeing various aspects of UREC programs. They manage undergraduate student staff, including hiring, training, development, and evaluation. Graduate Assistants are highly involved in programming and facility aspects of UREC and are expected to collaborate with staff from all UREC program areas and several other departments on and off campus.

Specific Responsibilities

- Carries out recommendations of the Assistant Director of Aquatics/Facilities Management.
- Assists the Assistant Director of Aquatics/Facilities Management with the day to day
 operations of the program: this includes but is not limited to recruiting, hiring, training,
 assigning, monitoring, and evaluating personnel; assist with various in-service and risk
 management programs; conduct staff meetings; developing and administering schedules;
 recommend purchasing and inventory of equipment; and assisting with budget
 administration.
- Gather data for comprehensive mid-year and end of the year participation reports.
- Required to attend meetings requested by the Assistant Director of Aquatics/Facilities Management.
- Assist in the evaluation of programs, services, and personnel.
- Assist with all departmental special events.

- Participate in professional development at state, regional, and national levels.
- Other duties as assigned.

Minimum Requirements

- Admission into Angelo State University Graduate School
- Strong leadership and organizational skills
- Ability to excel in dynamic and challenging atmosphere
- Strong written and verbal communication skills

Preferred Qualifications

- Desire to continue a career in campus recreation post-graduation
- Experience as an American Red Cross Lifeguard
- Experience as an American Red Cross Water Safety Instructor
- American Red Cross Lifeguard Instructor Certification