

Graduate Assistant
Aquatics

Position Summary

The purpose of this position is to assist with the operation and implementation of the Aquatics program for the Recreation and Wellness department. This individual also hires, trains, and supervises a senior student assistant for the Aquatics area. Additional duties include scheduling, payroll, and the hiring and training of Aquatics student employees.

Essential Duties, Tasks and Abilities

- Develop, implement, and market the Learn-to-Swim program for campus and community members.
- Hold monthly meetings with student employees.
- Maintain and coordinate student employee files.
- Supervise, hire, and train aquatics employees (approximately 35 students).
- Supervise senior student assistant in the aquatics program.
- Regularly maintain and evaluate the knowledge and skills of all aquatics employees.
- Evening supervision and event planning duties.
- Coordinate department certification audit program.
- Assist with Youth and Family program as needed.
- Promote the mission Recreation and Wellness.

Provide other duties as needed, including

- Attend professional and student staff meetings.
- Support Student Employee Board (SEB) and Student Development and Leadership (SDL) activities.
- Respond to questions regarding aquatics business.
- Monitor and record attendance numbers in the aquatics areas.
- Monitor, maintain, and order all CPR and First Aid supplies throughout the building.
- Dispose of biohazard materials to the Student Health Center.

Knowledge, Skills and Abilities

- Certified Lifeguard, CPR/AED, WSI, and First Aid Instructor
- Certified in Lifeguarding, CPR/AED, and First Aid
- Strong customer service skills including interpersonal and presentation abilities
- Attention to detail
- Excellent marketing and computer software skills
- Higher education experience (preferred)

Requirements

- Acceptance into BGSU Graduate College Degree program
- Business casual dress

Supervision

- Supervised by the Assistant Director for Aquatics, Health & Safety, Youth & Family

<http://www.bgsu.edu/offices/ohr>

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