Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Recreation and Wellness: Aquatics
Hours to work: 20
Stipend rate: $10,000

1. **Eligible Program Applicants** (Applicants must be from one of the following graduate programs):
   HMSLS

2. **Qualifications/preferred skills**
   - 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)

3. **Position Description** (primary and secondary responsibilities)
   - 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.

**Application Process:**
Applicants wishing to apply for this Graduate Assistant position must: 1) be admitted or accepted for admission as a full-time student in a graduate program at BGSU; and 2) remain in academic good standing to maintain the position.

1. To apply to this positions, send the following materials: Current resume, letter of interest, three letters of reference, and RecWell online application: [https://form.jotform.com/60355491819159](https://form.jotform.com/60355491819159)
2. Send GA application materials to: **RecWell online application at [https://form.jotform.com/60355491819159](https://form.jotform.com/60355491819159) allows for documents such as letter of interest and resume to be attached electronically.**

Other materials can be sent to:

**E-Mail:** Thad Long - longtha@bgsu.edu

**Fax:** 419.372.8454

**Mail:** Department of Recreation and Wellness
Attn: Thad Long, Student Recreation Center
1411 Ridge Road
Bowling Green, OH 43403

3. GA position application due date: Applications received by Mar. 1st receive priority, with remainder of positions filled once outstanding candidates have been interviewed and selected