

## 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>
2. Send GA application materials to: \*\* RecWell online application at <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](mailto: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. 1<sup>st</sup> receive priority, with remainder of positions filled once outstanding candidates have been interviewed and selected