

Graduate Research Assistant-Aquatics & Safety

General Description:

The Aquatics & Safety graduate assistant is responsible for overseeing various aspects of the Aquatics & Safety Program. They will be highly involved in programming and facility aspects of Campus Recreation including, but not limited to, personnel management, fiscal management, marketing, and risk management. They will also be expected to participate in Professional Development activities and collaborate with staff from all Campus Recreation program areas and several other departments on and off campus.

Job Duties:

Promotion/marketing:

- Work with marketing program to produce flyers, banners, brochures and posters advertising swim lessons, American Red Cross courses, free clinics, and other miscellaneous events. Promote the Department of Campus Recreation throughout campus
- Provide input into program marketing and development

Professional Development:

- Participate in professional development at state, regional, and national levels as well as present at professional conferences and workshops
- Hold American Red Cross Instructor certification in Lifeguarding with First Aid, CPR/AED, and Water Safety Instructor
- Serve on departmental and divisional teams to represent Campus Recreation
- Travel to other institutions to learn about and evaluate policies, procedures, challenges and successes
- Attend scheduled Campus Recreation professional staff meetings, Campus Recreation Advisory Board Meetings and other meetings as requested

Personnel Management:

- Assist in the leadership development of student staff through orientations, in-services, educational lectures, mentoring and one on one discussion
- Recruit, hire, train, assign, supervise, schedule, discipline, monitor, and evaluate student staff
- Create/update staff forms, revise employee policy manuals and maintain personnel records

Facility Management:

- Assist in the facility supervision of the Student Recreation Center Natatorium
- Assist Assistant Director in coordinating facility reservations and billing
- Assist with facility maintenance and repairs
- Assist with facility policy and procedure development and revisions
- Report maintenance problems through proper channels
- Answer suggestions from the suggestion boxes

Fiscal Management:

- Recommend purchasing and inventory of equipment as needed for operation and maintenance of equipment and facility
- Monitor student wage budget for payroll and prepare budget wage projections for upcoming fiscal year

Statistics & Evaluation:

- Gather data for comprehensive mid-year and end of the year participation reports
- Assist in the evaluation of programs, services, and personnel
- Maintain statistical information regarding Aquatics & Safety program participation

Risk Management

- Evaluate, implement and maintain a Risk Management plan for Aquatics & Safety
- Coordinate risk management trainings and emergency drills

- Develop and revise risk management policies for the program and Department.
- Sit on Safety & Assessment committee for Campus Recreation

Other:

- In accordance with the Student Affairs Division/Campus Recreation Office Strategic Plan, other duties as assigned.
- Requires evening and weekend hours

Qualifications:

- Bachelor's degree in Recreation, Physical Education or related field.
- Ability to work with diverse populations, faculty, staff and students
- Student must be enrolled in nine graduate hours each long semester and maintain a 3.0 GPA.
- Evidence of effective written and interpersonal communication skills
- Strong leadership and organizational skills
- Ability to excel in dynamic and challenging atmosphere
- Strong written and verbal communication skills
- Pursue Texas State degree in Recreation & Leisure Services, Exercise Science, Counseling – Student Affairs, Interdisciplinary Studies or other related degree
- Word Processing and spreadsheet computer skills
- Valid driver's license
- Certifications (or ability to obtain within 3 months of hire) in American Red Cross First Aid, CPR/AED and Lifeguard Training

Additional Desired Qualifications:

- Desire to continue a career in campus recreation post-graduation
- Experience and certification as an American Red Cross Water Safety Instructor
- Experience and certification as an American Red Cross Lifeguard Instructor
- Certified Pool Operator or Aquatic Facility Operator preferred.
- Knowledge of student learning and student development theories

Terms of Employment:

- The GRA position averages 20 hours per week
- The GRA must be skilled in multi-tasking and available to work evenings and weekends
- The GRA will participate in professional activities at the local, state, and regional level.
- Two-year appointment, 12-month appointments for first year.
- Salary: First year \$1,317.00

Selection Procedure:

This assistantship is open until filled. Review of application begins March 1, 2024. For more info, call 512-245-2392.

Please send a resume, cover letter, and three (3) professional references to:

Ronnie Polanco
ronniepolanco@txstate.edu
 512.245.8749