Aquatics Graduate Assistant

PROGRAM OVERVIEW
Campus Recreation and Wellness at East Carolina University provides the following programs and services for the campus community: wellness, intramural sports, physical activity & fitness, informal recreation; club sports; adventure leadership programs; summer camps; and special events. Facilities include a state of the art 150,000 square foot Eakin Student Recreation Center, 30,000 square foot Health Sciences Student Center, an 18-acre multi-sport field complex, a team challenge course, and a 129-acre sports complex which includes eight sport fields, a six-acre lake, disc golf course, boathouse, walking/jogging trails, outdoor fitness equipment, sandy beach area, beach volleyball courts, and an Odyssey challenge course.

UNIVERSITY
East Carolina University is a constituent institution of the University of North Carolina System and has an enrollment of over 29,000 students, making it North Carolina’s third largest institution of higher learning. The main campus is adjacent to downtown Greenville, NC, a city of over 70,000 people. Greenville is the hub of the eastern North Carolina coastal plain and a business, medical, and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, and within easy driving distances of coastal resorts and the Outer Banks.

REQUIREMENTS FOR CANDIDACY
Bachelor’s degree required from an accredited college or university. Preference is given to candidates specializing in recreation and leisure studies or a related sports/facilities management program. The candidate must possess an academic background which will satisfy the graduate entrance requirements of East Carolina University. Previous experience at the collegiate or recreational level in aquatic facility/programming operations, leadership development or administration is desired. Evidence of leadership and interpersonal communication skills suited to a rapidly growing, diversified university community. Current certification in American Red Cross Lifeguard Instructor must be maintained during periods of employment. Certification must be obtained within 60 days of hire. Water Safety Instructor certification with experience providing swim lessons preferred. Certified Pool Operator or equivalent certification preferred. Duties will require weekend and evening hours. Must maintain current driver’s license and satisfy university driving standards. Water Safety Instructor and Certified Pool Operator certifications preferred.

SCOPE OF POSITION
As a result of this Graduate Assistant position, students will have the opportunity to gain the following core competencies based on the ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners:

• **Human & Organizational Resources:** Includes knowledge, skills and attitudes used in the selection, supervision, motivation, and formal evaluation of staff, conflict resolution; management of the politics of organizational discourse; and the effective application of strategies and techniques associated with financial resources, facilities management, fundraising, technology use, crisis management, risk management and sustainable resources.

• **Leadership:** Addresses the knowledge, skills, and attitudes required of a leader, whether it be a positional leader or a member of the staff, in both an individual capacity and within a process of how individuals work together effectively to envision, plan, effect change in organizations, and respond to internal and external constituencies and issues.

RESPONSIBILITIES

• Assist in the recruitment, hiring, training, supervision and evaluation of aquatics staff members to include lifeguards, head guards, and swim instructors
• Create and maintain aquatics staff schedule for all regular facility hours, programming, swim lessons and special events (including nights, weekends) and assume responsibility for filling in when necessary.
• Assist with semester and monthly in-service trainings and contribute to the development and implementation of aquatic emergency action plan procedures.
• Assist in maintaining online registrations processes, paperwork, spreadsheets, filing, and participation counts with regards to aquatic programs and swim lessons.
• Participate in teaching Lifeguard, First Aid and CPR classes for the University campus and community.
• Assist in maintaining facility reservations for birthday parties, special events, summer camps, and other internal/external groups.
• Assist in monitoring staff certifications, monthly CPR checks with audits, and other record-keeping.
• Attend bi-monthly Campus Recreation & Wellness staff meetings.
• Assist with maintaining proper pool chemistry and pump room operations.
• Assist with departmental risk management to include serving on committees.
• Maintain accurate statistical records related to participation, budget, and equipment inventory.
• Assist with the supervision and evaluation of undergraduate practicum and internship students placed in the department.
• Comprehensively involved in the marketing and promotional efforts within unit programs. Assist with the content material, social media, and technology efforts (social media, texting, website, video, etc.).
• Utilize computer-based scheduling software and web-based programs to coordinate activities.
• May serve on department, division, or university-wide committees as assigned.
• Continues professional development through membership in professional organizations, attending conferences and workshops, professional reading, and staying current with trends and issues pertinent to unit activities.
• Other duties as assigned.

DATES OF EMPLOYMENT & COMPENSATION

• Expected work dates are August 1, 2022 – May 5, 2023 (excluding all student observed Holidays).
• Stipend of $10,500.00, for 9 ½ months. Professional development support is available. Additional opportunities are available for summer income. Full, North Carolina resident in-state tuition. Out of state students are responsible for paying the amount of the difference between out of state and in-state tuition. Student Fees will be paid by the department.
• This is typically a 2-year position with a satisfactory evaluation required to continue to second year.
• This position is supported by auxiliary funding sources, filling of this position is contingent upon the continuing availability of these funds.
• Position is open until filled. Applicant review will begin immediately.

APPLICATION PROCESS
To apply for this position please send cover letter, resume, and a list of three professional references to Associate Director of Facilities Dana Lopez at lopezda18@ecu.edu.

Federal Law requires proper documentation of identity and employability at the time of employment. It is requested that this documentation be included with your application. East Carolina University is an affirmative action, equal opportunity employer and as such encourages applications from qualified women and minorities.