



## **Job Description**

# **Graduate Assistant for Aquatics and Facilities**

*Angelo State University Recreation, San Angelo, Texas*

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### **Overview**

University Recreation consists of five program areas: Aquatics, Facilities, Fitness, Intramural Sports, and Outdoor Adventures. Over 200 students are employed with UREC in various positions to administer, manage, and support day-to-day operations. Student employee positions range from entry-level positions such as area floor staff, office staff, and sports officials, to supervisory and management positions. Consideration for employment is based on the review of a resume and interview.

Our mission is to engage the campus community with recreation and wellness programs designed to stimulate growth and development by enhancing healthy lifestyles through participation opportunities, educational experiences, and supportive services. Through recreational involvement, UREC provides a safe and contemporary environment for social interaction while improving sportsmanship and fostering leadership development.

### **Aquatics and Facilities**

### **Position Details**

#### **Supervisor:**

Corbett Snoe, Assistant Director of Aquatics and Facilities

#### **Contract:**

A minimum of 17.5 hours/week for 12 months (with option of a one-year renewal)

#### **Compensation:**

\$13.50 an hour

### **Position Description**

Graduate Assistants are responsible for overseeing various aspects of UREC programs. Under the direction of their supervisor, they manage student staff, develop

policies and procedures, learn budgeting and operations, and aid in program and staff evaluation. Graduate Assistants are highly involved in programming and facility aspects of UREC and are expected to collaborate with staff from all UREC program areas and several other departments on and off-campus.

### **Specific Responsibilities**

- Supervise and coordinate the following program areas: Aquatics and Facilities
- Carry out recommendations of the Assistant Director
- Gather data for comprehensive mid-year and end of the year participation reports
- Required to attend meetings requested by the Assistant Director
- Assist with all staff training
- Assist in the evaluation of programs, services, and personnel
- Assist with all departmental special events
- Participate in professional development at the state, regional, and national levels
- Properly document all incidents and accidents associated with fitness participation
- Other duties as assigned

### **Minimum Requirements**

- Admission into Angelo State University Graduate School
- Must be in good academic standing

### **Preferred Qualifications**

- Previous experience as an American Red Cross Lifeguard
- Previous experience as an American Red Cross Water Safety Instructor
- Certification as an American Red Cross Instructor

*Updated: 4/17/24*