

Graduate Assistant for Aquatics Recreational Sports Department The University of Tennessee, Knoxville

Position Duration: July 2019-June 2020, “at will” position, renewable with option for 2nd year

Number of Work Hours per Week: 50% time, minimum 20 hours per week

Stipend: \$1,325/month, \$15,900/year - tuition waiver provided (in or out of state), plus Student Health Insurance.

Summary:

The Recreational Sports Department provides opportunities for the social and physical development of students through: aquatics, facilities operations, fitness, informal recreation, intramurals, outdoor recreation and sport clubs. The graduate assistant for aquatics will assist the assistant director in administering and supervising aquatic programming for students, faculty and staff.

Program Area Responsibilities:

- Assist in promoting, supervising and evaluating the aquatics safety program.
- Assist in recruiting, hiring, training, supervising and evaluating student employees.
- Assist in maintaining accurate fiscal and student payroll records.
- Assist in the collection of participation statistics, accident reports and assessment data collection.
- Assist in inventory control and maintenance of equipment for the aquatic area.
- Assist with updating aquatic area policies and procedures and review of national standards on a yearly basis.
- Coordinate participant eligibility and entry procedures for aquatic programs and events.

Department Specific Responsibilities:

- Assist in planning, coordinating and supervising programs, activities and special events in RecSports facilities.
- Supervisory responsibilities include regular daily office hours; RecSports facilities on a rotational basis that includes evenings, weekends, and on-call responsibilities.
- Ensure adherence to departmental safety/risk management procedures.
- Enforce facility policies and procedures consistently to all participants.
- Drive UT vehicles upon supervisor’s request.
- Serve as an instructor of First Aid/CPR/AED for student staff training – required to teach a minimum of one class per semester (training will be provided).
- Perform other duties as assigned by any member of the RecSports professional staff.

Qualifications:

Bachelor’s degree in Recreation, Physical Education, Sport Management or a related field with a minimum 3.0 grade point average; experience in the administration of recreational sports programs; and/or experience in student organization administration and leadership development; experience overseeing budgets or finances preferred; demonstrated organizational, management, and leadership skills; strong interpersonal and communication skills are essential as is the ability to work independently; must have a valid driver’s license; Certifications: CPR-First Aid-AED, NIRSA member preferred. Desire to enter the recreation or athletic/recreation field preferred. **Candidate must qualify for full graduate student status and be accepted/enrolled into The University of Tennessee Graduate School before assistantship begins.**

To Apply:

To assure full consideration, a letter of interest summarizing qualifications and relevant experience; resume; official copy of undergraduate transcript; and names, emails, and phone numbers of three references should be submitted to Katy Locke, Associate Director, 2111 Volunteer Blvd, Knoxville, TN 37996 or klocke2@utk.edu.

Application Deadline: Applications will be accepted until the position is filled.

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

Revised 10/22/18kl