

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

Position Duration: July 2023-June 2024, “at will” position, renewable with option for 2nd year

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

Stipend: \$1,500/month, \$18,000/year - tuition and student fee waiver provided (in or out of state), plus Student Health Insurance.

Summary:

The RecSports Department provides & engages our students & community with holistic recreational experiences that cultivate wellness and the Volunteer Spirit through programs, facilities, services, & employment. The graduate assistant for aquatics will assist the Aquatics and Safety Coordinator in administering and supervising aquatic programming for students, faculty and staff. This position requires frequent evening, weekend, and intensive summer work.

Program Area Responsibilities:

- Assist with the development, direction, and evaluation/assessment of the Aquatics Program.
- Assist in recruiting, hiring, training, supervising, and evaluating all staff including student supervisors, lifeguards, water safety instructors, lifeguard instructors, and student aquatic center front desk staff.
- Assist in the planning, implementation, and day-to-day operations of the Aquatics Learn to Swim Program and Safety Programs.
- Schedule student staff during pool hours and special events via WhenToWork.
- Assist with student staff trainings; including, monthly in-services, staff meetings, and supervisor committee meetings.
- Assist in maintaining accurate inventory, fiscal, payroll, accident/incident, and participation records.
- Assist with updating aquatic area policies and procedures and review of national standards on a yearly basis.
- Assist in program marketing, promotion, and assessment.

Department Specific Responsibilities:

- Assist in planning, coordinating, and supervising programs, activities and special events in RecSports facilities.
- Serve on a host of departmental planning committees.
- Supervisory responsibilities include regular daily office hours.
- Enforce facility policies and procedures consistently to all participants.
- Ensure adherence to departmental safety/risk management procedures.
- Drive UT vehicles upon supervisor’s request.
- Work on special projects to help improve the department in serving the university better and help generate and maintain statistical reports.
- Be an engaged staff member of the Division of Student Life
- Perform other duties as assigned by any member of the RecSports professional staff.

Qualifications:

All candidates must have a bachelor’s degree with a minimum 3.0 grade point average; experience in the administration of an aquatics program in a university recreation setting; demonstrated management and organizational skills; strong interpersonal and communication skills are essential as is the ability to work independently; must have a valid driver’s license; Minimum Certification: American Red Cross Lifeguarding for Professional rescuers. Preferred Certifications: Water Safety Instructor, Lifeguarding Instructor. Active member experience in NIRSA is preferred. Desire to enter the recreation, athletics, or collegiate recreation field(s) preferred. **Candidate must qualify for full graduate student status and be accepted/enrolled in 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 (official or unofficial); and names, emails, and phone numbers of three references should be submitted to Hannah Stewart, Aquatics and Safety Coordinator – Aquatics at hstewart@utk.edu

Application Deadline: Applications will be accepted until the position is filled. Application review will begin February 13th, 2023.

All qualified applicants will receive equal consideration for employment and admission without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, genetic information, veteran status, and parental status. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the university. Inquiries and charges of violation of Title VI (race, color, and national origin), Title IX (sex), Section 504 (disability), the ADA (disability), the Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity, 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

Revised 10/31/22 hs