



Aquatics Graduate Assistant Student Engagement & Enrollment Services Recreation & Wellness

Job Summary: The Aquatics Graduate Assistant will assist the Coordinator of Aquatics with administrative responsibilities pertaining to the operations and programming of the J.C. Scrap Chandler Pool including, but not limited to, staffing, facility scheduling, and programming.

Office Website: <https://ww1.odu.edu/recwell>

Contact: recwell@odu.edu

Duties & Responsibilities: The general responsibilities of the GA will include, but not be limited to:

Personnel Management

- Serves as an official representative of the Recreation & Wellness Department during duty hours.
- Recruit, hire, train, supervise, schedule, and evaluate student employees.
- Assist with staff development through the development and implementation of new employee orientations, in-service trainings, safety audits and staff meetings
- Aid in the editing and maintaining of operational manuals to include customer service, staff development and employee expectations and responsibilities
- Facilitate employee incentive and appreciation program

Facility Management

- Track and maintain inventory of safety equipment, first aid supplies, event equipment, and recreational swim equipment
- Learn day to day operations of facility
- Track and maintain all aquatic assessment; to include swim lesson and safety course registrants, patron usage, etc.
- Coordinate and collaborate with university peers for aquatic events to include dive in movies and others as requested
- Other duties as assigned
- Experience in Aquatics management or Programming
- Experience in employee supervision and staff training.
- Demonstrate strong leadership and organizational skills, and a strong work ethic.
- Possess good written and verbal communication skills.
- CPR, First Aid, and AED certification.
- Be a current certified lifeguard or be able to pass the course within 30 days of hiring



- Proficient with Word, Excel, and Publisher.

Employment Schedule/Hours: The GA position requires 20 hours per week on an established schedule that fits with the student's course demands, which will include weekdays, weeknights, weekends, and some holidays.

Academic Qualifications & Preferred Majors: Regular admission in a graduate degree program at ODU with good academic standing, maintenance of a full course load of student enrollment during the term of their appointment, and a 3.0 or higher GPA is required. Dropping below the required GPA or reducing one's course load below full-time can be grounds for dismissal. Suitable majors include Sports Management, Recreation Tourism Management, Exercise Science, Physical Education

Preferred Qualifications:

- Current American Red Cross Lifeguard and CPR/AED for the Professional Rescuer Certifications.
- Current American Red Cross Water Safety Instructor Certification.
- Current American Red Cross Lifeguard Instructor Certification.

Knowledge and Skills Derived from Experience:

- Facility management.
- Inventory management.
- Programming and event management.
- Personnel management and student development.
- Risk management and emergency response.
- Customer service and relations.

Compensation:

