



UNIVERSITY OF GEORGIA

Recreational Sports

Student Affairs

Aquatics

Graduate Assistant Position Description

2022-2023

9-MONTH POSITION BEGINNING AUGUST 1, 2022

The Graduate Assistant for Aquatics performs a significant role in the administration of the aquatics area. Under the supervision of the aquatics professional staff, the Graduate Assistant for Aquatics serves as a leader to Aquatic Senior Managers, Managers, Lifeguards, Safety Instructors, Learn to Swim Instructors and other aquatics' personnel.

RESPONSIBILITIES:

1. Maintain and uphold the standards set forth in the Departmental Handbook, Aquatics Manual and Manager Manual.
2. Assist the aquatics professional staff with the Red Cross Safety Programs and Learn to Swim programs. Depending on certifications held this could range from assisting with scheduling and other administrative aspects to actually teaching classes.
3. Assist professional staff in supervision of lifeguards, swim instructors, safety instructors, aquatic managers, aquatics program assistants.
4. Assist professional staff with coordination of aquatic user groups to include: Athletics, Youth Club Teams, Competitive Sports, Outdoor Recreation, Fitness and Wellness, Kinesiology and others as needed.
5. Assist in the generation and monitoring of all aspects of the lifeguard schedule for the Ramsey Center Natatorium. Assist in the coordination of scheduling meetings as needed throughout the year.
6. Assist the aquatics professional staff by taking a leadership role in employee recruitment, testing, training, in-service programs for the Ramsey Student Center and assisting with the development of training materials, manuals, and other training instruments.
7. Keep aquatic student staff personnel records complete and accurate.
8. Serve as a liaison between the aquatics professional staff and student personnel.
9. Assist in the provision of evening, weekend and holiday supervision of aquatic special events conducted in the Ramsey Student Center. Provide supervisory coverage in the absence of the aquatics professional staff and during periods of critical shortages such as university breaks.
10. Assist the aquatics professional staff in the administration of the daily facility operations for the Ramsey Center Natatorium. These duties include but are not limited to maintaining records and reports, maintaining an inventory of supplies, monitoring the special events calendar and performing maintenance, cleaning and repair work and set ups for special events.
11. Work cooperatively with other Rec Sports staff members and assist with departmental special events as needed.
12. Perform other duties as assigned.

QUALIFICATIONS:

1. Current certification in American Red Cross Lifeguard Instructor; strongly prefer a current American Red Cross CPR/AED/First Aid Instructor; experience submitting course records to American Red Cross.
 2. Experience teaching swim lessons/overseeing a Learn to Swim program.
 3. Earned Bachelor's Degree in Recreation or closely related field.
 4. Accepted into a graduate program in a related field at the University of Georgia.
 5. Weekly schedule based on program needs, may include nights and weekends.
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Thank you for your interest in being a graduate assistant in the Department of Recreational Sports at the University of Georgia. Please make sure that you submit your application and corresponding materials via our [online application form](#). Thanks and Go Dawgs!

Please be aware that offers for assistantship positions are contingent upon acceptance into the University Graduate School and the specific degree program you are applying for. Varying deadlines exist for all applications and it is the responsibility of the applicant to beware of these and apply accordingly.

Please follow [this link](#) to learn about domestic application deadlines for the UGA Graduate School. However, specific graduate programs have separate AND earlier deadlines (see below). Applicants MUST be accepted into the Graduate School before they can be accepted into the degree program of their choice.

<http://grad.uga.edu/>

- Stipend for 9.5-month (August thru mid-May) assignment: \$22,483.00
- Summer employment is available after your first year of employment.
- All graduate students pay a \$25/semester tuition plus applicable fees; information on fees can be found at www.bursar.uga.edu. All students on assistantship are required to have health insurance and mandatory health insurance premiums will be deducted from your assistantship paycheck unless students qualify for to opt out of the University System's insurance plan. More info on health insurance can be found at www.hr.uga.edu/students.

Common programs that former Rec Sports graduate assistants have been enrolled in:

- Master of Science in Kinesiology
 - [Athletic Training](#)
 - [Exercise Physiology](#)
 - [Sport Management and Policy](#)
 - [Strength, Conditioning, and Fitness](#)
- [Master of Education in College Student Affairs Administration](#)
- [Master of Education in Higher Education Administration](#)

There are many graduate degree programs offered at the University of Georgia. If you have questions, please feel free to contact us at recsports@uga.edu.