

**Position Title:** Graduate Assistant, Aquatics  
**Department:** Recreation and Wellness  
**Division:** Student Affairs  
**Reports To:** Coordinator, Aquatics  
**Hours Per Week:** 20



**Compensation:** \$10,000 Stipend from August 1 – April 30  
\$13.88 Hourly Wage from May 1 - July 31 (*with approval*)  
In-state Tuition Waiver  
Additional Professional Development funds

**Department Overview:**

The Department of Recreation and Wellness, housed in the Division of Student Affairs, believes in a balance of social, mental and physical wellness creates a foundation for successful, healthy individuals. We foster comprehensive wellness by engaging students and the UNCG community in experiential and educational opportunities. We promote lifelong success through meaningful and inclusive programs and resources.

**Position Description:**

The Aquatics Graduate Assistant oversees the daily operations of the Aquatics program area, which includes both indoor and outdoor facilities. The Graduate Assistant will work directly with the Aquatics Coordinator to support informal recreation, special events, group reservations, safety courses, and swim lessons. The following responsibilities listed below will be performed with ongoing support and guidance from the Graduate Assistant’s supervisor.

This position is a part-time, 9-month appointment from August 2021 to May 2022; specific dates to be determined upon hire. Each assistantship is renewable for a second-year appointment, upon a successful performance review, and may also include summer employment opportunities. Graduate Assistants are expected to work an average of 20 hours per week.

Each Graduate Assistant will receive an in-state tuition scholarship, and a stipend of \$10,000 for the 9-month appointment. Graduate Assistants may also receive funding for professional development opportunities and/or certifications. **Please note that this position may change given budget or other university decisions.**

**Responsibilities:**

Staff Supervision (40%)

- Recruit, hire, train, schedule, supervise and evaluate 30-35 student employees, including Lifeguards, Head Guards, Program Assistants and Swim Instructors <sup>3,4,5</sup>
- Coordinate and plan staff meetings, trainings, and in-services <sup>2,6,7,8</sup>
- Work on a variety of special projects, including staff appreciation and recognition initiatives <sup>2,3</sup>

Operations and Programming (40%)

- Assist with operations of the Natatorium spaces, including a 25-yard by 25-meter lap pool; an activity pool with a zero-depth entry, vortex, and shallow wading area; wet classroom, sundeck, and sauna; and the waterfront space at the outdoor satellite property, Piney Lake <sup>1,5,6</sup>

- Lead coordination and execution of the Swim Lesson program and special events <sup>4,5</sup>
- Assist with equipment purchase, inventory, budget, maintenance, and marketing <sup>4</sup>
- Serve as a lifeguard on duty as necessary<sup>3</sup>

#### Risk Management (20%)

- Assist with risk management planning, and implementation of policies and procedures for the pool and across the facility <sup>1,2,8</sup>
- Conduct and evaluate emergency response drills and skills clinics for employees <sup>1,2</sup>
- Instruct American Red Cross courses (certification available upon hire) <sup>2,5,6,7</sup>
- Serve on a department committee<sup>3,6</sup>

#### **Required Qualifications:**

- Current Lifeguarding/First Aid/CPR/AED certification (or ability to obtain upon hire)
- Experience working in a collegiate recreation setting with aquatics knowledge
- Bachelor's degree from an accredited four-year institution
- Admittance to a UNCG graduate program
- Excellent verbal and written communication skills, strong attention to detail, and the ability to work with diverse groups
- Competent knowledge of general computer programs including Google Suite, Microsoft Office, etc.
- Successful completion of criminal background check

#### **Preferred Qualifications:**

- LGI, WSI certifications
- Prior swim lesson experience
- Prior supervisory or leadership experience
- Knowledge of When2Work, Fusion, and Connect2 programs

#### **Applications:**

Interested candidates should submit a cover letter, resume, and list of three (3) references to Lindsay Wigderson, Aquatics Coordinator, [l\\_wigder@uncg.edu](mailto:l_wigder@uncg.edu).

#### **The National Association of Colleges and Employers | Career Readiness Competencies**

<https://www.nacweb.org/career-readiness/competencies/career-readiness-defined/>

- 1) Critical Thinking/Problem Solving
- 2) Oral/Written Communications
- 3) Teamwork/Collaboration
- 4) Digital Technology
- 5) Leadership
- 6) Professionalism/Work Ethic
- 7) Career Management
- 8) Global/Intercultural Fluency

*If you are an individual with a disability and need reasonable accommodation to participate in the application process, please contact the Department of Recreation & Wellness by phone at 336.334.5924 or by email at [recwell@uncg.edu](mailto:recwell@uncg.edu).*