Position Title: Graduate Assistant for the Aquatics and Certifications Program

Reports to: Rachel Cook, Coordinator-Aquatics and Certifications; 319-273-7263; Wellness and Recreation Services, WRC 101, University of Northern Iowa, Cedar Falls, Iowa, 50614-0201 rachel.cook@uni.edu

Terms of Employment:
- For the fall semester: 20 hours per week, beginning August 22, 2016 and ending December 16, 2016. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 9, 2017 and ending May 5, 2017. Does not include the week of Spring Break.

Compensation:
- Full assistantship salary for 2016-17 will be $5044 per semester.
- Graduate Assistants may qualify for in-state tuition and fees.
- Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
- For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Position Description:
- Assist with management of WRC aquatic facilities
- Assist with planning and implementation of lifeguard and swim lessons instructor staff trainings
- Manage Paddling Panthers Learn-to-Swim Program
- Oversee Panther Master Swim Club
- Organize, plan and implement the Panther Master swim meet
- Develop on-campus marketing and program implementation within the WRS Certifications program
- Teach assigned WRS certification courses
- Assist coordinator with other duties as assigned or required

Qualifications:
- Must be a full-time, degree seeking student in a UNI graduate program
- Must be enrolled in 9 graduate credits each semester of assistantship.
• Maintain a Plan and cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
• Experience assisting with program planning, marketing and implementation
• Possess strong interpersonal and organization skills
• Demonstrate evidence of competent writing and oral communication skills
• Demonstrated ability to be self-motivated and to conduct oneself in a highly professional and ethical manner
• Experience teaching and facilitating programming
• A working knowledge of Microsoft Word, Excel, Publisher and Power Point
• Certifications in Lifeguarding, CPR/AED or comparable certifications
• American Red Cross Lifeguard Instruction and, Water Safety Instruction certification preferred.

Application Process and Deadline: To apply, email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships), a letter of application, resume, and email addresses and telephone numbers of three (3) references to: Timothy Klatt, Associate Director/Recreation, timothy.klatt@uni.edu.

Applications received by April 18, 2016 will be given preferential consideration.
Wellness and Recreation Services

WRS Program Area: Aquatics and Certifications

How will the addition of this GA position enhance the contribution of this program to the mission of the University and the Division of Student Affairs?  
The GA will have a meaningful student and professional experience that develops leadership, educates about diversity, and contributes to their learning. They will be working with a diverse group of patrons and clients with a wide variety of programming.

What new needs-based programming or services will be provided by the program as a result of the addition of this GA position?  
The GA will assist with promoting and implementing, on campus certifications classes. They will be able to bring in new programming we previously have not had the man power to implement such as Junior Life Saving and stroke clinics.

Will new revenue be generated as a result of the addition of this GA position?  
This will enhance program delivery and reach of programs.

If so, what is the estimated amount of new annual revenue?  
This is dependent on the interest and response in the new and additional programming.

How will qualified minority applicants be informed of and recruited to apply for this position?  
By using on campus strategic contacts and by using our professional organization (NIRSA) to promote and recruit for the position.

Will additional funding (beyond the stipend) be needed for necessary work of this individual outside of the academic year (summer/interim periods at a Temp P&S hourly wage)?  
Summer swim lessons, June and July.

If so, describe and provide cost.  
$12.00 an hour x 20 hours a week x 8 weeks = $1,920.00

GA Job Description (attached).