Overview
The Office of Campus Recreation is seeking a graduate student who will assist in the administration of the aquatics and facilities program at the University at Albany. With an emphasis on student development, management and assessment, the Graduate Assistant will have an active involvement in overall program development, programming, evaluation and leadership of personnel.

Duties & Responsibilities
- Co-supervision of facilities & aquatics student staff
- Design & implement staff development initiatives
- Assist in the design and implementation student staff training
- Coordinate student employee scheduling using Sub It Up
- Review and update employee timeclocks and make necessary adjustments on a regular basis
- Develop and administer bi-weekly skill tests to measure aptitude and improvement of lifeguard skills
- Maintain records of employee certifications
- Manage the aquatics and RecFacilities email accounts, responding to student and patron questions and concerns
- Design, staff and schedule the Learn to Swim program at least once each semester
- Serve on department committees
- Represent the department at tabling events, answering questions and promoting service and program offerings
- Other duties as assigned, to support the mission of Campus Recreation

Required Qualifications
- Bachelor's Degree, in any area, earned by August 1, 2017
- Must be a graduate student who will be enrolled at the University at Albany for Fall 2017
- Supervisory experience with college students, staff, and/or recreation participants
- Leadership experience in and/or outside Recreation (clubs, student organizations, etc.)
- Experience with Microsoft Office (Word, Excel, Outlook)
- Experience providing prompt and excellent customer service
- Excellent oral and written communication skills
- Awareness of safety concerns and risk management in a recreation context
- Awareness of, and appreciation for the value of diversity
- Experience working with individuals from a variety of backgrounds
- Strong work ethic and desire to learn
- Strong administrative skills
- Ability/willingness to work nights/weekends as needed

Preferred Qualifications
- Certified lifeguard or ability to become a certified lifeguard
- Experience in the administration of recreation facilities or aquatics
- Certified in CPR/AED & First Aid
Compensation & Tuition Support

- Stipend: $4,700 for fall and spring (academic year total of $9400). Additional employment expected during the summer between academic years of assistantship (additional stipend of $3,500).

- Tuition support: Waiver of 100% tuition (in-state and out of state) for all semesters of full enrollment (9 credit hours). Must be willing and able to become instate resident upon 2nd year of graduate school. Student is responsible for additional fees not covered by tuition (i.e. Health Fee, Technology Fee, Athletic Fee, Activity and Service Fee, etc.)

- Travel: There is potential money for professional travel.

Application Instructions
Please submit a cover letter, resume and three references via handshake by Friday March 3, 2017. Any questions about the application process can be directed to Kishmar Best at kbest@albany.edu