



MISSISSIPPI STATE UNIVERSITY™

STUDENT AFFAIRS

Mississippi State University – Department of Recreational Sports Aquatics & Safety Graduate Assistant

Academic Year (July 1 – June 31)

Main Campus – Joe Frank Sanderson Center

Department Overview

The Division of Student Affairs consists of over 13 non-academic areas of campus life. Some of these departments include University Police, Dean of Students, Center for Student Activities, and Holmes Cultural Diversity Center. University Recreation supports the Division of Student Affairs and Mississippi State University in the total educational development of students by providing unique recreation programs, services, and facilities that support and encourage the development of a healthy lifestyle.

Qualifications

- Accepted as a graduate student by the Graduate School within any academic unit of the university

Responsibilities

- Plan and conduct quality aquatics programs for the university community. Maintain a safe, clean pool and pool area. Provide for the safety of participants and employees of the facility.
- Coordinate aquatics programming for the Joe Frank Sanderson Center.
- Recruit, hire, train, supervise, schedule, and evaluate all aquatics staff. This includes the development of training sessions and in-service training and testing; discipline and counsel as needed.
- Maintain records and reports of the day-to-day operation of the pool to include water clarity reports, water chemistry tests, maintenance schedules, repairs, and daily safety inspections.
- Inspect and maintain all safety and maintenance equipment. Report major repairs to the Physical Plant; request equipment purchases and repairs to the Business Manager.
- Develop, direct, and manage aquatic special events and water safety instruction programs. This includes American Red Cross swimming lessons, lifeguard training, and other courses as appropriate.
- Assist with development and implementation of marketing plan for the program.
- Be on-site on assigned weekends.
- Insure that all facilities offer a safe environment; report any necessary equipment or facility repairs to the Associate Director or Building Maintenance Supervisor.
- Report all injuries; notify emergency services when necessary. Submit appropriate injury report forms.

- Report disturbances and other incidents to the professional staff. Have appropriate personnel complete report form. Contact UPD if the situation warrants.
- Assist with University Recreation special events as assigned.
- Make suggestions regarding improvements for the program.
- Attend all departmental and divisional meetings.
- Attend conferences, seminars, and meetings as permitted for professional development.
- Participate in short- and long-range planning for all areas of the department.
- Perform other duties as requested by professional staff.

How to Apply

Applicants should email cover letter, resume, and other supporting documents to Trey Harrison bharrison@saffairs.msstate.edu. The deadline to apply is March 1, 2017.

Additional Information

Student will work approximately 20 hours per week. Student should not hold other jobs or assistantships. As compensation, student will receive full tuition waiver except minimal university fees, stipend paid twice a month, and professional development funds when available.

Disclaimer

Discrimination based on race, color, ethnicity, sex (including pregnancy and gender identity), religion, national origin, disability, age, sexual orientation, genetic information, status as a U.S. veteran and or any other status protected by state or federal law is prohibited in all employment decisions.

For More Information, contact Trey Harrison at brent.crocker@msstate.edu.