

UNIVERSITY RECREATION
WASHINGTON STATE UNIVERSITY
GRADUATE ASSISTANT, COUGAR CREW

POSITION OVERVIEW

Responsible for the development of technically, mentally, and physically competitive student-athletes to represent Washington State University Cougar Crew, a varsity-club sport within University Recreation. Duties include active and ongoing recruitment, implementation of an effective training program under the direction of the Head Coach for Cougar Crew, as well as ensuring team compliance with University Recreation and Washington State University policies and procedures.

DUTIES AND RESPONSIBILITIES

- Recruit new athletes from WSU student population via outreach at campus events
- Assist with coaching assigned team including planning and supervising of club practices according to safety standards and industry best practices under the guidance of Head Coach
- Complete and submit necessary paperwork and documentation regarding accidents, incidents, results, participation, practice outlines in a timely fashion
- Attend necessary meetings and trainings at the direction of University Recreation and the Head Coach
- Completion of required WSU trainings/certifications and attendance at mandatory UREC staff meetings and trainings
- Other duties as assigned by Cougar Crew Head Coach and UREC Assistant Director, Competitive Sports

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to learn, adhere to and uphold University Recreation sport club and Washington State University policies and procedures
- Skill in coaching and recruiting
- Understanding of rules and regulations established by University Recreation and Washington State University with regards to sport club operations
- Ability to demonstrate and model standards of conduct as outlined by University Recreation employment manual and Cougar Crew constitutions
- Ability to positively represent University Recreation, Washington State University and Cougar Crew at all times

ESSENTIAL WORK COMPETENCIES

- Ability to communicate effectively both orally and in writing with multiple constituents
- Ability to maintain poise under all circumstances and effectively interact with people in a positive manner
- Ability to enforce necessary performance standards
- Ability to identify and initiate work projects and function independently
- Ability to reason logically, recall, analyze, and organize information in order to make substantive and sometimes complex decisions reaching reasonable conclusions within the scope of authority;
- Ability to prioritize and arrange job assignments
- Ability to be creative and innovative with new ideas
- Ability to work with difficult people in a professional manner
- Ability to perform necessary research and preparation to complete tasks
- Excellent written and verbal communication skills
- Ability to work collegially and collaboratively with diverse internal and external constituencies
- Demonstrated excellence in customer service skills
- Demonstrated ability to execute USRowing safety procedures on the water
- Supervision of assistant coaches

QUALIFICATIONS

Required Qualifications:

- Bachelor's degree
- Collegiate or club rowing coaching experience
- US Rowing Level 1 Coaching certification (must provide documentation of certification)
- Ability to obtain American Red Cross Lifeguarding Certification within 6 months of hire
- Ability to obtain and maintain Coaching the Van Driver III certification and WSU van driver's authorization within 3 months of hire

Preferred Qualifications:

- 2 or more years of crew coaching experience at the collegiate level
- Level 2 or higher US Rowing Coaching certification
- Experience maintaining rowing equipment

HOURS PER WEEK:

20 hours a week, weekends and evenings required.

LEARNING OUTCOMES OF EMPLOYMENT

At University Recreation we are committed to providing Graduate Assistants with an experience that will prepare them for a professional career. Graduate Assistants will be asked to assume a great deal of responsibility and perform as part of the professional staff. Through employment at University Recreation and professional development opportunities, Graduate Assistants will advance in the learning outcomes listed below.

1. Inclusion – Effectively functions with people who have backgrounds, ideas, attitudes, and behaviors that are different from their own and creates a welcoming environment for all
2. Leadership – Demonstrates leadership in a professional setting
3. Professionalism – Demonstrates behaviors appropriate for a professional setting
4. Wellbeing – Articulates role of active living in contributing to individual and community health and wellbeing. Educates self and patrons regarding wellbeing concepts so that both can make choices that allow them to achieve their highest quality of life.

STARTING DATE

August 1, 2018 (staff paid hourly at \$15.50/hour until August 15). Assistantship takes effect August 16, 2018.

COMPENSATION

Approximately \$14,166 (.5 FTE) and includes waiver of tuition. Individuals are responsible for paying residual student fees each semester of approximately \$1,100 which is not covered by the assistantship. Students will receive individual medical coverage as part of the assistantship. Nine month position (August 16 – May 15). Summer employment at hourly rate available. Individuals must reside in Washington State during employment and apply for resident status during first year of assistantship. Assistance for professional development opportunities is available.

APPLICATION PROCESS

Applications are due by December 1, 2017. Please email a letter of application, Graduate Assistant application (available at urec.wsu.edu/who-we-are/employment), and resume to Matt Shaw at mattshaw@wsu.edu.

ADMISSION REQUIREMENTS

Requirements include a baccalaureate degree or equivalent from an accredited college or university; acceptance by the WSU Graduate School, (a GPA of 3.0 or above, official transcripts, 3 letters of recommendation are required by the Graduate School). Visit www.gradschool.wsu.edu for more information. Applications to the Graduate School are due by January 10, 2016 for priority acceptance. Some colleges require earlier application – please view application deadlines for program of interest.

EEO/AA/ADA