

UNIVERSITY RECREATION  
WASHINGTON STATE UNIVERSITY  
**GRADUATE ASSISTANT, SAFETY EDUCATION**

**POSITION OVERVIEW**

Primary responsibility is the management, development, and implementation of the Safety Education (CPR, AED, First Aid, Certifications) for University Recreation. The Graduate Assistant will also manage, develop, and implement a portion of the Aquatics program including certification management, facilities, and staffing.

**DUTIES AND RESPONSIBILITIES**

- Coordinates Safety Education Program (American Red Cross CPR and First Aid classes).
- Manages certification distribution as well as recording UREC staff certification information.
- Supervises Safety Education Instructors including recruitment, hiring, scheduling, training and meetings.
- Oversees registration management for non-credit instruction classes.
- Assists with the training, professional development and evaluation of Safety Education Instruction and Lifeguard staff to ensure program safety, customer service and quality of instruction.
- Assists with the maintenance and programming of Safety Education and Aquatics in UREC shared spaces.
- Instructs First Aid, CPR and AED classes and/or facilitates experiential learning through the Challenge Program.
- Co-instructs and assists with scheduling for American Red Cross Lifeguard classes as needed.
- Management of materials and equipment including; inventory and purchasing.
- Directs and manages University Recreation CPR/AED/First Aid semester departmental audits.
- Maintains License Training Provider Agreement with the American Red Cross.
- Updates programming registration forms and updates UREC website with current program offerings.
- Complete required WSU trainings/certifications and attend mandatory UREC staff meetings and trainings.
- Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Computer knowledge, including proficiency with Windows based computer system and Microsoft applications.
- Knowledge and experience in staff supervision, hiring, evaluation, and training.
- Knowledge and experience instructing American Red Cross First Aid/CPR/AED courses.

**ESSENTIAL WORK COMPETENCIES**

- Ability to communicate effectively both orally and in writing with multiple constituents.
- Ability to 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 think analytically and evaluate possible solutions.
- Ability to prioritize and arrange job assignments.
- Ability to be creative and innovative with new ideas.
- Ability to work with difficult people and maintain control.

**QUALIFICATIONS**

**Required Qualifications:**

- Acceptance into WSU Graduate program.
- Bachelor's degree.
- Experience teaching to small and large groups.
- Computer knowledge, including proficiency with Windows based computer system and Microsoft applications.
- Excellent written and verbal communication skills.
- Ability to work collegially and collaboratively with diverse internal and external constituencies.
- Demonstrated excellence in customer service skills.
- Must obtain CPR (Adult, Child, Infant)/First Aid certification (provided by UREC).

**Preferred Qualifications:**

- Knowledge and experience in training and supervision of employees.
- Certification as an American Red Cross CPR/First Aid/AED Instructor or Instructor Trainer (certification can be obtained within University Recreation).
- Facilitator for Challenge or leadership programming.
- Must be able to meet and maintain WSU and UREC Van Driver standards.

**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 copy of your resume, name and contact information of 2-4 references, cover letter, and Graduate Assistant application (available on website) to Jared Lindorfer at [jared.lindorfer@wsu.edu](mailto:jared.lindorfer@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](http://www.gradschool.wsu.edu) for more information. Applications to the Graduate School are due by January 10, 2018 for priority acceptance. Some colleges require earlier application – please view application deadlines for program of interest.

EEO/AA/ADA