

UNIVERSITY RECREATION
WASHINGTON STATE UNIVERSITY
GRADUATE ASSISTANT VACANCIES 2018-2019

GRADUATE ASSISTANT, ADVENTURE PROGRAMS

Responsible for assisting with coordination, administration, and evaluation of Challenge and other Adventure Programs, such as trips, clinics, climbing wall, and special events. The Graduate Assistant will be responsible for assisting in the training, development, evaluation, and supervision of student staff.

GRADUATE ASSISTANT, COMPETITIVE SPORTS (2 Positions)

Primarily responsible for the coordination, administration, and supervision of a portion of the Intramural Sports and Sports Club programs with direct oversight for multiple sport clubs and intramural activities. Graduate Assistant will be responsible for the training, evaluation, and supervision of Intramural/Sport Club Supervisors and associated Intramural Officials as well as providing leadership and customer service to multiple sport clubs. Experience as a sports official and as a sport club officer or member as well as knowledge and experience in training and supervision of employees is preferred.

GRADUATE ASSISTANT, COUGAR CREW

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. Minimum of 3 years rowing experience required.

GRADUATE ASSISTANT, FITNESS AND INSTRUCTION

Primarily responsible for the coordination of the UREC non-credit group fitness and instruction programs. Graduate Assistant will supervise temporary employees to deliver classes in a variety of disciplines including group fitness, dance, aquatics and martial arts. Will also assist UREC Fitness Services programs. Experience in teaching and leading groups of 5-40 in group fitness required and certification as a group fitness instructor preferred.

GRADUATE ASSISTANT, MEMBERSHIP

This position is primarily responsible for the management, supervision, scheduling of the membership and office staff as well as the day to day operation and administration of the membership services for University Recreation. The Membership Graduate Assistant will be responsible for training, evaluation, and supervision of facility staff. Demonstrated excellence in customer service skills as well as knowledge and experience in training and supervision of employees required. Minimum of 1 year of experience in facility management or membership services with demonstrated increasing levels of responsibilities and leadership preferred.

GRADUATE ASSISTANT, RESEARCH & ASSESSMENT

Primarily responsible for managing University Recreation participation data, measuring learning outcomes of University Recreation participation/employment, conducting satisfaction surveys and program evaluation, and performing market research for new and existing programs.

GRADUATE ASSISTANT, SAFETY EDUCATION

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. Certification as an American Red Cross CPR/First Aid/AED Instructor or Instructor Trainer is preferred.

MINIMUM QUALIFICATIONS

All successful Graduate Assistant candidates will demonstrate the following:

- Acceptance to WSU Graduate program (doctoral program preferred)
- 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
- Excellent customer service skills
- Position specific qualifications: please see vacancy notification at urec.wsu.edu/who-we-are/employment

PREFERRED QUALIFICATIONS

Please see the job description for position specific qualifications.

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 mail or email a copy of your resume, name and contact information of 2- 4 references, cover letter and application Joanne Greene, 250 Student Recreation Center, Pullman, Washington, 99164-1830 or joanne_greene@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, 2018 for priority acceptance. Some colleges require earlier application – please view application deadlines for program of interest.

University Recreation (www.urec.wsu.edu)

The Department of University Recreation at Washington State University supports the educational mission of the university by providing integrated and comprehensive recreational, wellness and fitness programs and services to a diverse campus community. Committed to fostering active, healthy lifestyles, the department enriches campus life through excellence in programs, services and facilities. Programs and services include Intramural Sports, Outdoor Recreation Center, Fitness & Instruction, Sport Clubs, Challenge, Aquatics and Youth Programs. University Recreation facilities include the Chinook Student Center, Student Recreation Center, Outdoor Recreation Center, outdoor playfields, 3 pools and shared indoor facilities. Comprehensive marketing, facilities scheduling and maintenance programs support all departmental operations.

Washington State University

Washington State University (WSU) is a comprehensive land-grant research institution with campuses in Pullman, Spokane, the Tri-Cities and Vancouver. More than 18,000 undergraduate and graduate students are served by the Pullman campus in some 300 fields of study. The University is one of the largest residential universities in the West. Pullman offers a friendly, small-town living environment. Visit: www.pullmanchamber.com for information about Pullman and WSU.

Washington State University is an EEO/AA educator/employer.