ANNOUNCEMENT OF VACANCY

**POSITION:** Graduate Assistant for Facility, Aquatics and Safety; 9-month position; reports to the Assistant Director for Facilities and Aquatics; starting date is Monday, August 23, 2022.

**RELATION TO EDUCATIONAL PROGRAM:** this graduate assistantship will provide the candidate with a multitude of relatable administrative and personnel management skills, including, but not limited to supervision skills; conflict management; sharing constructive feedback with others; evaluating student employee performance; communicating with fellow employees, student employees, and participants; hiring scheduling and training staff; event and facility management; financial management and budget planning; risk management, and program evaluation and assessment.

It will also provide the candidate with the opportunity to collaborate with colleagues in a program that specifically supports the SUNY Cortland campus priority of wellness. All of the aforementioned skills are transferrable to the candidate’s educational success, and individual growth, and will be especially valuable for an individual seeking a career in the field of Campus Recreation.

**QUALIFICATIONS:**

**REQUIRED:**
- Acceptance to any SUNY Cortland Graduate Degree Program.
- Strong customer service skills, highly organized, and detail-oriented.
- Exceptional verbal and written communication.
- Completed Application Form (access the form at www.cortland.edu, click on Academics, click on Assistantships).
- Two letters of recommendation, with at least one coming from a person familiar with applicant's ability to do graduate work.

**PREFERRED:**
- Undergraduate degree in Recreation, Kinesiology, Physical Education, Higher Education, Sports Management, Health, or related field.
- Prior work experience in a Recreational Sports program; Athletics; education or experience in Recreation, Physical Education or Sport Management.
- Current CPR/First Aid/AED certification.
- Lifeguard Training Certification.
- Experience and certification as an American Red Cross Lifeguard Instructor.
- Experience recruiting, hiring, training, scheduling, supervising, and evaluating student employees.
- An interest in pursuing a career in Campus Recreation.

**RESPONSIBILITIES:**
- Assist the Assistant Director of Recreational Sports for Facilities and Aquatics with the overall management and supervision of Aquatic Programming
- Assist in the recruitment, hiring, training, supervision, and evaluation of Lifeguard staff.
- Oversee the inventory, repair, maintenance, and replacement plan of all aquatic equipment.
• Assist with the supervision and daily operations of the Open Recreation Program in the Student Life Center.
• Assist in developing and delivering information related to risk management to all student employees.
• Assist in the leadership development of student staff through orientations, in-services, educational lectures, mentoring and one on one discussion.
• Develop and assist with One Day Events held in the Student Life Center.
• Coordinating and/or giving presentations on campus when requested.
• Coordinating and/or giving tours of recreation facilities when requested.
• Morning, evening, and weekend hours are required.
• Attend all Recreational Sports Staff meetings.

**SALARY:** stipend of $8,050 per year, plus tuition waiver for up to 6 credit hours of graduate work per semester.

**APPLICATION:** completed application, with letters of recommendation and resume, must be sent to the Graduate Admissions Office, 106 Miller Building, SUNY Cortland, Cortland, NY 13045; or to graduate.admissions@cortland.edu. Review of applications will begin immediately, however, applications will be accepted until the position is filled.

*SUNY Cortland is an AA/EEO/ADA Employer*