

**Enrollment Management & Student Affairs**  
Campus Rec

Post Office Box 751-CREC      503.725.5129 tel  
Portland, Oregon 97207-0751      503.725.2899 fax  
Academic & Student Rec Center      campusrec@pdx.edu  
1800 SW 6th Ave      www.pdx.edu/recreation

**Position Announcement: Graduate Assistant for Aquatics & Safety**

This is a 12-month .49 FTE Level I/II Graduate Administrative Assistant (GAA) position.

**Campus Rec Mission:**

To create an environment where quality recreation and wellness programs inspire, educate and empower individuals to be positive contributors to the Portland State and global community.

**Position Description:**

This position is responsible for assisting the Aquatics and Safety Coordinator in the supervision of the aquatics and safety staff including lifeguards and all safety (CPR, First Aid) to ensure students are learning and developing through their experiences in Campus Rec. Responsibilities include but are not limited to:

- Promote teamwork, multicultural awareness and the establishment of a collaborative student-centered environment
- Assist students in areas including problem solving, conflict resolution and communication
- Hire, train, schedule and evaluate staff members
- Perform a lifeguard challenge with new hires
- Conduct periodic audits of the lifeguard and safety teams
- Conduct periodic building audits of entire staff
- Plan, promote and execute dive-in movies and special events
- Conduct and participate in a series of leadership workshops
- Work with head guards to create a cohesive team and positive environment
- Generate monthly usage numbers
- Participate in the Enrollment Management and Student Affairs graduate student cohort
- Attend professional staff meetings
- Work collaboratively with Campus Recreation staff on events, programming, assessment, policy development and other initiatives
- Participate on committees and with special projects
- Accountable to the fiscal integrity of Campus Recreation Department budget, ensuring that funds are spent in the best interest of the general student body at PSU and in accordance with Student Fee guidelines.
- Other duties as assigned

Graduate Assistants are considered para-professional employees and as such are held to high expectations. Ability to work with minimal supervision, identify and complete projects without direction, establish and maintain appropriate boundaries with aquatics and safety staff, and devote appropriate prioritization towards duties are essential. Additionally, graduate assistants are expected to provide outstanding customer service, deal with difficult situations well and work well with diverse populations.

**Qualifications:**

- Bachelor's degree and full-time enrollment in a graduate program at Portland State University
- Must obtain or be able to obtain CPR/AED/First Aid Instructor certifications within 4 weeks of hire
- Must obtain or be able to obtain Lifeguard Instructor certification within 4 weeks of hire
- Must obtain or be able to obtain American Red Cross CPR/AED for the Professional Rescuer, Standard First Aid and Lifeguard Training certifications within 4 weeks of hire
- Ability to work collaboratively with others to accomplish goals
- Excellent communication skills; including the ability to understand and articulate policy and procedures
- Proficiency with Microsoft Office applications.
- Maintain minimum enrollment 9 graduate credits in fall, winter and spring terms.
- Minimum 3.0 grade point average and maintain good academic standing throughout employment
- Commitment to Campus Rec's mission statement
- Positive attitude
- Consistent role modeling of professional standards of conduct

**Duration and Compensation:**

July 1, 2012 through June 30, 2013 (July start date is negotiable). Compensation includes a monthly stipend of approximately \$1048.60 and tuition remission of up to \$4500 per term. Tuition remission fall, winter and spring terms only. See [www.gsr.pdx.edu/ogs\\_gradassist.html](http://www.gsr.pdx.edu/ogs_gradassist.html) for more information.

The Graduate Assistant is expected to work approximately 20 hours/week. If the Graduate Assistant does not work over school breaks, the Graduate Assistant is expected to make up the hours during the other weeks in the term in which the break falls.

Graduate Assistants must be available to work 4 days per week between Monday and Saturday. The Graduate Assistant will be expected to work occasional weekends/nights. Work hours are typically about 5 hours each day. Work schedules must be submitted in writing and approved by the Program Coordinator each term. The Graduate Assistant should not expect to schedule Aquatic & Safety hours around outside employment.

Any changes to work schedules must be requested in writing and are subject to approval.

**Application Procedure:** To apply, submit a letter of interest, resume, and contact information for three references to Joelle Kenney at [crecjobs@pdx.edu](mailto:crecjobs@pdx.edu). For more information about the department, please see [www.pdx.edu/recreation](http://www.pdx.edu/recreation). Please contact us for alternative instructions if you do not have email or if you need any other accommodations.

Committee will start to review applications March 5, 2012. Applications will be accepted through March 30, 2012.

**For more Information:**

Jessie Belter  
503.725.5129 • [jbelter@pdx.edu](mailto:jbelter@pdx.edu)

*Portland State is an AA/EO institution and, in keeping with the President's diversity initiative, welcomes applications from diverse candidates and candidates who support diversity*