**Position:** Aquatics & Safety Graduate Assistant

**Reports to:** Aquatic Coordinator

**Primary Responsibility:** Under the general supervision of the Aquatic Coordinator, incumbent is responsible for daily aquatic duties including chemical testing, pool cleaning and general office work. Incumbent is also responsible for providing quality member service as well as create and deepen relationships with members to enhance their sense of belonging within the aquatic area.

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**General Office Duties:**

Aquatic GA should be familiar with Aquatic programing and be able to answer specific program related questions.

Aquatic GA should be familiar with general office procedures such as answering phones, filing, faxing, and using computer programs including excel, word, and power point.

Aquatic GA will be responsible for creating spreadsheets, setting up swim lessons, contacting program participants and organizing registration forms.

Aquatic GA will be responsible for working with google forms and Aquatic O drive documents.

Aquatic GA will be responsible for transferring statistical data into spreadsheets and filing original documents.

Aquatic GA will be responsible for connecting with pool technician and charting daily chemical test.

Aquatic GA will assist with scheduling and supervising lifeguards and swim instructors

Aquatic GA will assist with marketing and promotion of aquatic programs

**General Pool duties:**

Lifeguard Certification and WSI Certification preferred or be able to obtain within the first three months

Aquatic GA will be responsible for helping with pool vacuuming.

Aquatic GA will be responsible for contribute to the maintenance and cleanliness of pool area and equipment.

Aquatic GA will conduct regular safety inspections of pool and all pool-related equipment.

Aquatic GA will check chemicals, temperature and humidity levels when needed.

**Other duties:**

Aquatic GA will perform all other duties as assigned by supervisor

**Compensation:**

Monthly stipend.

Contact Steve Whistler at 901.678.3460 for additional information. Interested applicants can submit resume and cover letter to Steve Whistler, swhistlr@memphis.edu.