TEXAS STATE UNIVERSITY
The rising STAR of Texas

Dive Coordinator

Job Code 50025877

General Description

Responsible for providing coordination of all dive activities and assist the Lake Manager in coordinating maintenance, research, and contract activities conducted at Spring Lake. This position includes, but is not limited to, developing and maintaining working relationships with dive shop owners, private contractors, university professors, and external agencies to facilitate access to Spring Lake for work, research, and data collection. The job may require travel at times. The individual will work under limited supervision with moderate latitude, requiring initiative and independent judgment.

Examples of Duties

Provide coordination of diving activities conducted by staff, researchers, external agencies, and volunteer groups.
Ensure all groups scheduled to access Spring Lake adhere to the rules and guidelines established in the Spring Lake Management plan and Habitat Conservation Plan.
Maintain a database and records related to Spring Lake access and diving activities.
Operate and assist maintaining Scuba Compressor.
Provide assistance to aquatic maintenance and other departments as needed.
Provide assistance in the maintenance of Glass Bottomed Boats when needed.

Knowledge, Skills, and Abilities

Knowledge of: scuba qualifications, equipment and maintenance; Visual Cylinder Inspector Certification filling and safety procedures; DiveMaster level or above 100 hours of logged dives preferred.

Skill in: coordinating activities of staff, researchers, external agencies, and volunteer groups; working well with others and demonstrating effective communication.

Ability to: work outdoors in various conditions; maintain appropriate diving equipment; perform basic math.

Experience and Education

Possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements