

SIUE GRADUATE ASSISTANTSHIP ANNOUNCEMENT

TITLE/RANK Graduate Assistant – Campus Recreation (Fitness) – 2 positions available

JOB DESCRIPTION: Under the direction of the Fitness Specialist, the Graduate Assistant (Fitness) is responsible for providing assistance in the coordination, guidance, supervision, and direction of the fitness component of the Campus Recreation program. The Graduate Assistant (Fitness) will oversee all operations related to the group exercise program which includes developing class formats and schedules, hiring, training, supervising, and evaluating fitness program staff and maintaining equipment. In addition, the Graduate Assistant (Fitness) will provide instruction for cardiovascular and resistance training exercises, and assist in developing, organizing, implementing and evaluating fitness related educational programs and special events. A combined workload of 20 hours per week is expected.

TERM OF CONTRACT: August 13, 2012 – May 10, 2013, with the possibility for renewal.

SALARY: \$1,065 per month – 1st year, \$1,131 per month – 2nd year, plus in/out of state tuition waiver. (employee is responsible for student fees)

QUALIFICATIONS: Assistantships are awarded on a competitive basis and the applicant should have been admitted into a graduate program of study at SIUE. The Graduate Assistant (Fitness) must have thorough knowledge of group exercise/fitness instruction and techniques. In addition, the Graduate Assistant (Fitness) must possess strong oral and written communication skills, knowledge of the recreation profession, and supervisory skills. A Bachelor's Degree in Exercise Physiology, Kinesiology, Recreation, Sports Management, Physical Education or closely related field is required. Successful candidates will be asked to maintain CPR and First Aid certification from an internationally recognized agency during the time of employment.

CLOSING DATE FOR APPLICATIONS: Applicants are encouraged to apply early. Review of applicants will begin immediately. Phone, online and/or in-person interviews may be conducted prior to the closing date. Application for this position will close when filled or by March 30, 2012.

SUBMIT LETTER OF APPLICATION, RESUME, AN UNOFFICIAL ACADEMIC TRANSCRIPT AND CURRENT REFERENCES TO:

Chelsea Bradley
Fitness Specialist
Southern Illinois University Edwardsville
Campus Box #1157
Edwardsville, IL 62026-1157

An Affirmative Action employer, SIUE offers equal employment opportunity without regard to race, color, creed, or religion, age, sex, national origin, or disability. Benefits under state-sponsored plans may not be available to holders of F1 or J1 visas.

SIUE GRADUATE ASSISTANTSHIP

Position Description and Job Analysis

Title/Rank: Graduate Assistant (Fitness)

Purpose:

Provide assistance in the coordination, guidance, supervision, and direction of the fitness component of the Campus Recreation program. Oversee operations related to the group exercise program, provide instruction for cardiovascular and resistance training exercises, and assist in developing, organizing, implementing and evaluating fitness related educational programs and special events.

Organizational Relationship:

The Graduate Student (Fitness) reports to the Fitness Recreation Specialist, who reports to the Director of Campus Recreation, who reports to the Vice Chancellor of Student Affairs.

Duties and Responsibilities:

1. Assist in managing all aspects of the group exercise program.
2. Instruct group exercise classes as scheduled and as needed.
3. Instruct fitness/group exercise-related clinics and educational programs.
4. Teach and provide proper instruction on the safe and effective use of weight training and cardiovascular equipment to facility members.
5. Inspect fitness areas and equipment on a scheduled periodic basis, and submit necessary inventory and inspection reports along with requests for equipment repair, maintenance and replacement.
6. Assist in developing, organizing, implementing and evaluating fitness and nutrition-related educational programs and special events.
7. Assist with the hiring, training, supervision, evaluation and developmental opportunities for all fitness program staff. These positions include, but are not limited to:
 - * Group Exercise Staff
 - * Fitness Attendants
 - * Wellness Program Assistants
 - * Personal Trainers
8. Advise the professional staff on program manuals and guidelines, and enforce procedures and guidelines as appropriate.
9. Assist in conducting fitness assessments and providing exercise prescriptions to the University community and Student Fitness Center members.

10. Assist in managing the personal training program.
11. Ensure the safety of programs through the use of appropriate risk management procedures.
12. Work closely with the Unit program staff to ensure Unit goals and objectives are being met.
13. Provide accurate information to facility patrons regarding all services available within the facility.
14. Obtain and maintain current CPR certification by the end of the first six months of employment.
15. Provide assistance with department sponsored Special Events.
16. Assist in the management of the fitness complex by being responsible for closing procedures when needed.
17. Participate in professional development activities.
18. Be available for weekend work and special projects as required.
19. Perform other related duties as assigned.

Knowledge Required for Position

The Graduate Assistant (Fitness) must have a complete understanding of the Student Affairs philosophy as it relates to the provision of recreational and leisure services to a university community. This person must also have thorough knowledge of group exercise/fitness instruction and techniques. The Graduate Assistant (Fitness) must possess strong oral and written communication skills, knowledge of the recreation profession, and supervisory skills. A Bachelor's Degree in Exercise Physiology, Kinesiology, Recreation, Sports Management, Physical Education or closely related field is required.

Responsibilities:

Instruction

The Graduate Assistant (Fitness) has responsibility for proper, safe and effective instruction provided to facility members who may use exercise apparatus or participate in fitness classes. Instruction may be direct or through the use of student personnel. The Graduate Assistant (Fitness) will assist in the instruction of student staff at required training sessions.

Supervisory

The Graduate Assistant (Fitness) has responsibility for the supervision of the group exercise program and aerobics Specialists. In addition, the Graduate Assistant (Fitness) will assist with supervision of the Weight and Cardio rooms, the weight room staff, the personal training program, and the Wellness Center.

Guidelines

The Graduate Assistant (Fitness) must adhere to all established University Policies and Procedures, adhere to all Civil Service and Professional Staff regulations and the provision of negotiated and approved labor contracts, and adhere to and enforce all approved policies and procedures of Campus Recreation.

Scope and Effect

The Graduate Assistant (Fitness) plays an important role in the total administration of the fitness component of Campus Recreation. This component has a direct effect on the education and health of University students, faculty, and staff; as well as their family members and members of the surrounding community.

Personal Relationships:

The operation of services provided by Campus Recreation requires that the Graduate Assistant (Fitness) maintain daily contact with students, faculty, staff, administrators, alumni, family, and community members. This person must work well with administrators, professionals and student staffs, as well as the facility membership we serve.

Purpose

The purpose of the contact is to insure the delivery of quality leisure and fitness services across the spectrum of the University community.

Environmental Demands:

Physical Requirements

The position requires a specific level of physical fitness. The person needs a level of fitness necessary to conduct aerobic classes within a safe target range for extended periods of time, up to 1 ½ hr. Programs may require supervision during inclement weather. Evening work is required to maintain adequate contact with membership and weekends may be required. Heavy lifting may also be required.

Work Environment

The work environment is professional and pleasant. Responsibilities require that the Graduate Assistant (Fitness) be able to work with frequent interruptions in a fast-paced professional environment, and must be able to work under pressure.