

SIUE GRADUATE ASSISTANTSHIP ANNOUNCEMENT

TITLE/RANK Graduate Assistant – Campus Recreation (Fitness)

JOB DESCRIPTION: Under the direction of the Fitness Coordinator, the Graduate Assistant (Fitness) is responsible for providing assistance in the coordination, guidance, supervision, and direction of fitness services components of the Campus Recreation program. The Graduate Assistant (Fitness) will oversee operations related to personal training programming, group fitness programming and wellness center operations, including fitness assessments using MicroFit® software and fitness consultations. This includes assisting the Fitness Coordinator in developing schedules, hiring, training, supervising, and evaluating fitness program staff, placing clients, creating continuing education opportunities for staff and teaching or co/teaching the ACE Personal Training Prep Course. 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: (Negotiable) August 15, 2020 – May 15, 2021, with the possibility for summer employment and contract renewal.

SALARY: Full in/out of state tuition waiver plus a stipend of \$1065 per month for the first year and a longevity bonus to \$1131 per month in the second year. Employee is responsible for student fees. Per Internal Revenue Service regulations (IRC 127), federal taxes will be withheld on tuition waiver amounts exceeding \$5,250 in the calendar year (January-December).

QUALIFICATIONS: Assistantships are awarded on a competitive basis and the successful applicant must be admitted into a related SIUE graduate program of study such as college student personnel administration, exercise physiology, sport and exercise psychology, or other strongly related program. A Bachelor's degree is preferable in exercise science, recreation, or other related field. Personal training and fitness assessment experience preferred. NCCA personal training certification preferred (ACSM, ACE, NASM, NSCA). The person must have strong oral and written communication skills, knowledge of recreation facilities and personnel supervision. Successful candidates will be asked to maintain CPR/AED certification from an internationally recognized agency during the time of employment. A strong combination of specific academic and/or experiential training is recommended.

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. Application for this position will close when filled.

SUBMIT LETTER OF APPLICATION, RESUME, UNOFFICIAL TRANSCRIPT(S), AND LIST OF THREE CURRENT REFERENCES WITH PHONE NUMBERS, TO:

Kayce Beatty
Fitness Programs Coordinator
Southern Illinois University Edwardsville
Campus Recreation, Box 1157
Edwardsville, IL 62026
kbeatty@siue.edu

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 personal training, group fitness and wellness center services, 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 Assistant (Fitness) reports to the Fitness Coordinator, then to the Assistant Director of Campus Recreation 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 personal training, group fitness and fitness services.
2. May instruct or co/instruct ACE Personal Training Prep Course.
3. May instruct fitness/group exercise and/or personal training-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. Assist with the hiring, training, supervision, evaluation and developmental opportunities for all fitness staff. These positions include, but are not limited to:

* Fitness Assessment Technicians *Group Fitness Instructors * Personal Trainers
6. Assist in developing, organizing, implementing and evaluating fitness and nutrition-related educational programs and special events.
7. Advise the professional staff on program manuals and guidelines, and enforce procedures and guidelines as appropriate.
8. Assist in conducting fitness assessments and providing exercise prescriptions to the University community and Student Fitness Center members.

9. Train Fitness Assessment Technicians to properly use the MicroFit® program and other aspects necessary to successfully complete a fitness assessment. Be available to answer questions and troubleshoot any problems/concerns with the Fitness Assessment process.
10. Ensure the safety of programs through the use of appropriate risk management procedures.
11. Work closely with the Unit program staff to ensure Unit goals and objectives are being met.
12. Provide accurate information to facility patrons regarding all services available within the facility.
13. Obtain and maintain current CPR certification by the end of the first six months of employment.
14. Provide assistance with department sponsored Special Events.
15. Participate in professional development activities.
16. Be available for weekend/evening work and special projects as required.
17. 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 personal training instruction and techniques and hold a personal training certification through a nationally recognized certifying body. 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 fitness programming elements including the personal training program, group fitness program and Wellness Center services.

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 environment, and must be able to work under pressure.

Graduate Assistant's Signature:

Typed or Printed Name:

Date:

Assistant Director's Signature:
