

## **SIUE GRADUATE ASSISTANTSHIP ANNOUNCEMENT**

**TITLE/RANK** Graduate Assistant – Campus Recreation (Fitness)

**JOB DESCRIPTION:** Under the direction of the Fitness Program Coordinator, the Graduate Assistant (Fitness) is responsible for providing assistance in the coordination, guidance, supervision, and direction of fitness programming and service components of the Campus Recreation program. The Graduate Assistant (Fitness) will oversee operations related to personal training programming (managing 25+ clients and events), group fitness programming (managing 26-30 group fitness classes/week) and wellness center operations including fitness assessments using MicroFit® software and fitness consultations. The Graduate Assistant (Fitness) will oversee Group Fitness Instructors (approximately 11 student instructors and 4 adjunct instructors) and Personal Training Staff (approximately 8-10 students). The Graduate Assistant (Fitness) will assist the Fitness Program Coordinator in developing schedules, hiring, training, supervising, and evaluating the fitness program staff, placing clients with personal trainers, creating continuing education opportunities for staff and teaching the ACE Personal Training Prep Course. In addition, the Graduate Assistant (Fitness) will assist in developing, organizing, implementing and evaluating fitness related educational programs and special events for the SIUE community. Evenings and/or weekend work is required to supervise programs, activities and facilities to maintain adequate contact with part time staff.

**TERM OF CONTRACT:** Semester by semester, starting August 2020, with the possibility of 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, group fitness instruction and fitness assessment experience preferred. NCCA personal training certification strongly preferred (ACSM, ACE, NASM, NSCA). Functional Movement Screening (FMS) certification is also preferred. 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 applications is ongoing. 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, wellness center services, 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 (25+ clients), group fitness classes (26-30 classes/week) and fitness services such as fitness assessments, injury consultations, and fitness consultations.
2. Manage staff of group fitness instructors (approximately 11 students and 4 adjunct staff) and personal trainers/fitness assessment technicians (approximately 8 -10 students)
3. Instruct the ACE Personal Training Prep Course once a year in the Spring Semester.
4. Instruct personal trainers on Functional Movement Screening (FMS). Must obtain FMS certification within 6 months of hire.
5. Teach and provide proper instruction on the safe and effective use of weight training and cardiovascular equipment to facility members.
6. Assist with the hiring, training, supervision, evaluation and developmental opportunities for all fitness staff to include: Fitness Assessment Technicians, Group Fitness Instructors and Personal Trainers.
7. Plan and execute 1-2 campus recreation special events for the SIUe community (including Fitfest, Late Night and more). These events can host 200-400 students. In addition, the Graduate Assistant (Fitness) will provide assistance with other department sponsored Special Events.
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9. Train fitness assessment technicians to properly use the MicroFit® program and other aspects necessary to successfully complete a fitness assessment. Be available and able 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 Campus Recreation Programming staff to ensure goals and objectives are being met. Update staff on accomplishments, challenges and plans.
12. Obtain and maintain current CPR certification by the end of the first six months of employment.
13. Participate in professional development activities.
14. Be available for weekend/evening work and special projects as required.
15. 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 Wellness Center services and fitness programming staff.

#### **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. Occasional Evening and weekend 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.