



UNIVERSITY OF
NORTHERN COLORADO

Department of
Student Affairs

Graduate Assistant for Fitness & Wellness

2024-2025 Position Description

Program Summary

The Fitness & Wellness program encompasses Group Fitness, Personal Training, Massage Therapy, Nutrition and Wellness Education, Aquatics, as well as, the oversight of the fitness equipment purchase and maintenance.

Program Goals

- Fitness & Wellness seeks to create an inclusive environment that ensures every participant has a positive and successful experience.
- Fitness & Wellness seeks to educate participants to broaden their knowledge and increase their awareness about positive health behaviors.
- Fitness & Wellness assesses participants' health and wellness needs and provides appropriate activities and services.
- Fitness & Wellness seeks to offer programs and services that reflect current health and wellness industry trends.
- Fitness & Wellness provides professional development opportunities for staff and participants, to provide the highest quality of service possible.

Graduate Assistant Expectations

Duties and Responsibilities

In collaboration with the Coordinator of Fitness & Wellness, the Fitness & Wellness Graduate Assistant (GA) will assist with the development, delivery, and management of these six program areas. The Fitness & Wellness GA will be primarily responsible for the management of one of the main program areas, Group Fitness or Personal Training, including staff management and program development. The GA will also be required to create and implement one large-scale program or special event each semester, as well as, assist the Coordinator of Fitness & Wellness with all other events, programs, and services offered by the Fitness & Wellness program. The main responsibility of the Fitness & Wellness Graduate Assistant position is to provide supervision, leadership and direction to either the Group Fitness or Personal Training program while assisting in all other areas. This is accomplished by the following expectations:

Program Management - (40%)

- Plan, develop and manage program goals for supervised area: Group Fitness or Personal Training.
- Facilitate services and schedules for supervised program area.
- Develop marketing materials and strategies for supervised program area, as well as, management of social media accounts.
- Conduct assessments of the program and services for the supervised area.
- Assist the Coordinator with programming, marketing and facilitation of services and programs for the other areas.



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- Teach at least one Group Fitness class and/or hold at least one active Personal Training client per semester.
- Oversee upkeep and maintenance of equipment and fitness activity spaces.
- Assist with budgeting and track expenses throughout the fiscal year.
- Research and evaluate industry trends and standards in strength and conditioning equipment, group fitness formats and equipment, and wellness programming.

Student Staff Management and Development - (25%)

- Recruit, hire, train, and evaluate student employees (10-20) for supervised program area.
- Assist with the management of student and part-time employees (20-30) in the other program areas.
- Assist in facilitating the Group Fitness Instructor and Personal Trainer Certification Prep Courses.
- Assist with the development of student staff through staff meetings, continuing education sessions, and workshops.
- Assist in the recruitment of certification and educational workshops to host for current staff and campus community.
- Manage payroll and timesheets for student employees in the supervised program area and assist with the other areas.
- Organize and conduct evaluations and assessments of all student staff per semester to ensure industry best practices and policy/procedure compliance.
- Assist with the management and development of student interns and student program assistants.
- Participate in Campus Recreation All Staff Trainings, Fitness & Wellness program trainings, and functions related to the Student Employee Board.

Event Management and Campus Outreach - (20%)

- Create, implement and evaluate at least one special event or program each semester.
- Assist with the facilitation of Fitness & Wellness events throughout the year.
- Assist with campus outreach programming, which includes teaching and coordinating campus Fitness & Wellness workshops, collaborating on campus-wide special events and initiatives, and tabling or other departmental promotional events.

Administration and Department Responsibilities - (15%)

- Maintain daily office hours and assist in daily operations of Fitness & Wellness programs and services, including assisting with the management of all related software programs.
- Assist in the evaluation of industry trends and campus needs related to the assessment and improvement of the Fitness & Wellness programs and services.
- Obtain CPR, First Aid, AED Instructor Certification during the first year and help instruct certification classes offered by the department.
- Assist with On-Call responsibilities, especially in the evenings and on weekends.



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- Serve on committees both within the Department of Campus Recreation and across campus. Develop and foster relationships with other campus departments, student organizations, and community partners.
- Participate in departmental responsibilities for marketing, outreach, events and staff development, such as, but not limited to: event planning and management (RecFest), New Student Orientation presentations, promotional events (University Bizarre), and student employee development (trainings) and recognition (banquet).
- Assist in the continued university and department effort to provide a welcoming environment and equitable approaches to policy and practice for the campus community through inclusive facilities, programs, services, and staff.
- Other duties as assigned, and as outlined in the department 'Graduate Assistant Expectations' Agreement.

Professionalism & Role Modeling

- Campus Recreation Staff are expected to uphold policies outlined in the Housing & Residential Education Handbook, Student Rights and Responsibilities Code of Conduct, and/or Federal and State laws.
- All staff members should carry themselves in a professional manner when interacting with supervisors, peers, campus partners, community members and students.
- Model leadership, training, and supervision of staff, as well as create programming, with tenets of Diversity, Equity, and Inclusion at the core.
- Maintain an effective working relationship with all people in working environment and UNC community.
- Demonstrate good written, listening, and oral communication skills.
- Demonstrate quality decision making and evaluative skills.

Hours & Availability:

The Graduate Assistant is expected to spend their 18 work hours in person. This position requires flexibility in the scheduling of hours, often involving early morning, evening, or weekend work, such as: teaching group fitness classes, personal training, and client assessments, hiring and on-boarding new staff, as well as, attending and/or leading staff meetings and trainings.

Physical Demands:

This position requires the Graduate Assistant to possess the physical strength and endurance required to conduct the following activities: teaching group fitness classes, instructing personal training clients, setting up for classes and special events, and assisting with the maintenance and upkeep of the fitness areas.

Additional expectations related to academic course load and outside employment are outlined in the [Graduate Assistant Handbook](#).

Qualifications and Additional Requirements:

Minimum Qualifications:

- This position is remunerated with graduate, in-state tuition for up to 9 credit hours per semester.



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- This position has a minimum GPA requirement of 3.0.
- The individual occupying this role should maintain good standing, both academically and conduct-wise, with their respective graduate program and the university overall.
- Bachelor's degree and full-time enrollment in a University of Northern Colorado graduate degree program
- Demonstrate a professional commitment to diversity, equity, inclusion, and social justice.
- Demonstrate ability to be attentive and provide detailed descriptions.
- Ability to work independently, as well as in a team environment.
- Ability to create and maintain professional, creative, and flexible work environments.
- Ability to effectively manage multiple, competing priorities.
- Previous leadership experience
- Some event planning experience
- Experience with or deep knowledge around supervising students and/or student organizations
- High degree of organization and strong administrative & communication skills
- Experience with Microsoft Office, Outlook, and Qualtrics
- 1-3 years' experience in fitness or wellness programming
- Either a personal training certification (ACE, ACSM, NASM, NSCA, or CSCS) or primary group fitness instructor certification (AFAA, ACE, ACSM or NETA). Must obtain other certification within 6 months of employment.

Preferred Qualifications:

- Bachelor's Degree in Exercise Science, Physical Education, Sport Management, or related field.
- Availability to start work in the summer of 2024.
- Certifications in both personal training and group fitness.
- CPR, First Aid, AED Certifications. Must obtain certification within 1 month of employment.
- Enrollment in Sports and Exercise Science graduate program.

Additional Requirements:

- This position requires an individual to have an active driver's license by July 1, 2024. In addition, the individual must pass a driving record check to register use of University vehicle(s).
- By applying, applicants consent to a conduct check completed by Student Conduct & Accountability.

Training Commitments:

- Attend the annual Division of Student Affairs & Enrollment Services graduate assistant training day, or equivalent
- Complete annual training in Title IX (harassment identification/prevention), resources to assist distressed students, FERPA, and other training offered by the supervisor
- Additional on the job training will be outlined by supervisor upon start of position

Compensation:

Master's Degree Graduate Assistants will receive a stipend of \$12,913 over a 10-month period in addition to in-state tuition and fees. Doctoral Degree Graduate Assistants will receive a stipend of \$14,749 over a 10-month



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period in addition to in-state tuition and fees. Graduate students classified as out-of-state will be responsible for covering the difference in tuition and fees. The tuition waiver covers up to 9 graduate-level credits per semester.

Contract Period for Position:

This Graduate Assistantship is a full-time, PhD level, academic year contract. The contracted period is August 15, 2024 – May 15, 2025. The full-time assistantship is appointed for 18 hours per week during the contracted period. The contract period includes all pre-service and in-service training. The schedule of a student in academic year contract follows the UNC calendar, which includes the expectation to work during spring, fall, and winter breaks. Graduate Assistants receive sick leave, as outlined in the [Paid Sick Leave Policy](#).

Employment Outcomes:

In this position you gain a wide range of career readiness skills recognized by *the National Association of Colleges and Employers* (NACE). As a result, of performing the job responsibilities of the Fitness and Wellness Graduate Assistant position students will increase their knowledge, skills and abilities in the following highly employable areas:

- **Critically Think/ Problem Solving** – Executing sound reasoning while analyzing issues, making decisions and overcoming obstacles.
- **Oral/Written Communication** – Expressing thoughts/ideas in a clear and effective manner both in-person and in written form.
- **Teamwork/ Collaboration** – Building strong collaborative relationships with peers and university/community partners; while demonstrating working through healthy conflict management.
- **Leadership** – Leveraging the strengths of others to achieve a common goal, managing emotions, using empathy to guide and motivate others while organizing, prioritizing and delegating workloads.
- **Professionalism/ Work Ethic** – Demonstrating personal accountability, effective work habits, integrity/ethical behavior, acting with the interests of the larger community in mind and can learn from mistakes.
- **Equity and Inclusion** – Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, abilities and religions. Demonstrating, inclusiveness and the ability to interact respectfully with all people and gain an appreciation of individuals' differences.
- **Digital Technology** – Integrating existing technologies ethically/effectively to problem solve, complete tasks and accomplish goals while demonstrating adaptability to new and emerging technologies.
- **Career Management** – Identifying and communicating one's skills, strength, knowledge, experiences and areas of professional growth relevant to desired career goals. Able to navigate and explore job options, career next step opportunities and self-advocate for those opportunities in the workplace.

Student Affairs Mission

We believe that every student has a right to full and equal participation in the university community. We identify and collaboratively eliminate institutional barriers to success and cultivate a student-centered co-curricular experience. We intentionally educate our students on self-awareness, well-being, equity, career readiness, and interpersonal engagement. We seek to understand who our students are and who they want to become. We shape supportive environments for students to grow and belong as they navigate higher education and beyond.



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Campus Recreation Mission

Campus Recreation is a student fee funded department that provides an inclusive environment for students to develop healthy behaviors and personal skills. We provide various active experiential learning opportunities within the department programs of Competitive Sports, Fitness & Wellness, Aquatics, Outdoor Pursuits, and Informal Recreation. Through Campus Recreation programs and employment, students will experience personal growth through critical thought and ethical principles; teamwork and civil engagement; diverse cultural perspectives; development of transferable skills; and the cultivation of healthy practices. Our values of inclusivity, collaboration, equity, diversity, well-being, and personal growth are at the core of our programming and staff development. We proudly strive to build a community and culture that is centered on these values.

To Apply

Please submit a résumé or curriculum vitae (including three professional references – name, title, relationship description and length, phone number, and email address), cover letter, and copy of current fitness certifications to Vincent Carter, Director of Campus Recreation, at vincent.carter@unco.edu.

Application Deadline

The application deadline for this position is Friday, June 7, 2024 at 5:00pm

For More Information, Please Contact

Vincent Carter

vincent.carter@unco.edu

970-351-2068