Position Description

Graduate Assistant, Fitness & Wellness

I. Position Details

University Title: Fitness & Wellness Graduate Assistant
Department: Campus Recreation
Classification: Graduate Assistant, In-State
Direct Supervisor: Kathryn Lundberg, Coordinator of Fitness & Wellness

II. Position Summary

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

III. Duties & Responsibilities

1. 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.
   - 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.

2. Staff Management and Student 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 ACE Group Fitness and Personal Training Prep Courses.
   - Assist with the development of student staff through staff meetings, continuing education sessions, and workshops.
   - Assist in the recruitment of certification and conditioning education workshops to host for current staff and campus community.
   - Manage payroll and timesheets for student employees in the supervised program area.
• 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.

3. Event Management and University 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.

4. Administration and Department Collaborations (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.
• 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.

IV. Position Specifications
1. Required Qualifications:
• Must be eligible for In-State (Colorado) tuition upon acceptance.
• Cumulative 3.0 or higher grade point average to be admitted into a graduate program.
• 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.

2. Preferred Qualifications:
• Bachelor’s Degree in Exercise Science, Physical Education, Sport Management or related field.
• 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.

V. Contract
• Dates: August 1, 2019 to May 31, 2020 (with option to be renewed)
• Stipend: $13,623 over 10 months
• Tuition Assistance: $11,693 based on 9 credits each semester

VI. Application Process
• Applicants must submit a cover letter and resume to Kathryn Lundberg, Coordinator of Fitness and Wellness.
• Documents can be emailed (kathryn.lundberg@unco.edu) or mailed to: Ms. Kathryn Lundberg, University of Northern Colorado, Campus Recreation, 501 20th Street, CB 62, Greeley, CO 80639.
• Priority consideration will be given to applications received by May 31, 2019.