



## Graduate Assistant-Fitness & Wellness

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### **General Description:**

The Graduate Assistant-Fitness and Wellness is responsible for overseeing various aspects of the Fitness & Wellness Program. They will be highly involved in programming and facility aspects of Campus Recreation including, but not limited to, personnel management, fiscal management, marketing, and risk management. They will also be expected to participate in Professional Development activities and collaborate with staff from all Campus Recreation program areas and several other departments on and off campus.

### **Job Duties:**

#### ***Promotion/marketing:***

- Coordination of Fit For Hire programming and classes
- Assist with distribution of advertising materials for promoting the Fitness & Wellness
- Update the Fitness & Wellness webpage
- Provide input into program marketing strategies and development

#### ***Professional Development:***

- Participate in professional development at state, regional, and national levels as well as present at professional conferences and workshops
- Instruct 1-2 fitness classes per week and/or personal train 1-2 clients per week
- Maintain National Fitness certifications and CPR/AED & First Aid certifications
- Serve on departmental and divisional teams to represent Campus Recreation
- Travel to other institutions to learn about and evaluate policies, procedures, challenges and successes
- Attend scheduled Campus Recreation professional staff meetings, Campus Recreation Advisory Board Meetings and other meetings as requested

#### ***Personnel Management:***

- Assist in the leadership development of student staff through orientations, in-services, educational lectures, mentoring and one on one discussion
- Recruit, hire, train, assign, supervise, schedule, discipline, monitor, and evaluate student staff
- Create/update staff forms, revise employee policy manuals and maintain personnel records

#### ***Facility Management:***

- Assist in the facility supervision of the Student Recreation Center Fitness & Wellness programming areas
- Assist Assistant Director in coordinating facility reservations and billing
- Assist with facility maintenance and repairs
- Assist with facility policy and procedure development and revisions
- Report maintenance problems through proper channels
- Answer suggestions from the suggestion boxes

#### ***Fiscal Management:***

- Recommend purchasing and inventory of equipment as needed for operation and maintenance of equipment and facility
- Monitor student wage budget for payroll and prepare budget wage projections for upcoming fiscal year

#### ***Statistics & Evaluation:***

- Gather data for comprehensive mid-year and end of the year participation reports
- Assist in the evaluation of programs, services, and personnel
- Maintain statistical information regarding Fitness & Wellness program participation

#### ***Risk Management***

- Evaluate, implement and maintain a Risk Management plan for Fitness & Wellness
- Coordinate risk management trainings and emergency drills

- Develop and revise risk management policies for the program and Department.
- Sit on Safety & Assessment committee for Campus Recreation

**Other:**

- In accordance with the Student Affairs Division/Campus Recreation Office Strategic Plan, other duties as assigned.
- Requires evening and weekend hours

**Qualifications:**

- Bachelor's degree in Recreation, Exercise Science, or related field
- Ability to work with diverse populations, faculty, staff and students
- Student must be enrolled in nine graduate hours each long semester and maintain a 3.0 GPA.
- Evidence of effective written and interpersonal communication skills
- Strong leadership and organizational skills
- Ability to excel in dynamic and challenging atmosphere
- Strong written and verbal communication skills
- Pursue Texas State degree in Recreation & Leisure Services, Exercise Science, Counseling – Student Affairs, Interdisciplinary Studies or other related degree
- Word Processing and spreadsheet computer skills
- Valid driver's license
- Certifications (or ability to obtain within 3 months of hire) in American Red Cross First Aid, CPR/AED, Nationally-Accredited Personal Training and/or Group Fitness Certification

**Additional Desired Qualifications:**

- Desire to continue a career in campus recreation post-graduation
- Experience and certification as a Group Fitness Instructor
- Experience and certification as a Personal Trainer
- Knowledge of student learning and student development theories

**Terms of Employment:**

- The GA position averages 20 hours per week
- The GA must be skilled in multi-tasking and available to work evenings and weekends
- The GA will participate in professional activities at the local, state, and regional level.
- Two year appointment, 12 month appointments for first year.
- Salary: First year           \$1,317.00

**Selection Procedure:**

This assistantship is open until filled. Review of application begins \_\_\_\_\_. For more info, call 512-245-0872.

Please send a resume, cover letter, and three (3) professional references to:

Kyle Dean

[kyledean@txstate.edu](mailto:kyledean@txstate.edu)

512.245.0872