Graduate Assistant, Fitness Programs

Job Description
The Graduate Assistant will report directly to the Fitness Programs Coordinator. The Graduate Assistant is responsible for implementing policies and procedures, which contribute to the direct supervision, operation and advancement of the Fitness Programs. The Graduate Assistant will assist in the management duties associated with Fitness Programs, including: public interaction and sales, recruiting, hiring, in-house training participation, daily operations, supervising fitness and building staff, and maintaining records and reports, specific focus within Personal Training, and Group Exercise.

PRIMARY DUTIES AND RESPONSIBILITIES

- Assist with the supervision and training or the personal training and group exercise staff in accordance with the Fitness Programs policies and procedures
- Assist with recruitment, hiring, training/certifying, scheduling, and evaluation of student employees
- Hold staff meetings, trainings and in-services to improve the quality of customer service and function of the Fitness Programs operations
- Assist in the performance evaluations of the student staff and programs
- Assist in rewarding and disciplining employees; addressing complaints and resolving problems
- Recommend policies and procedures related to patron use, fees, safety, etc., with a priority on maintaining the appropriate highest level of safety for all patrons and employees
- Develop and maintain appropriate documents, policies, procedures for departments student personnel area
- Assist in the development and implementation of program assessment and strategic planning
- Assist with the marketing and information of the Fitness Programs
- Coordinate with the Fitness Coordinator and Facility Coordinator to ensure the maintenance, cleanliness and regulatory compliance of the facility (ARC, HPER, Field house)
- Maintain supplies and equipment
- Communicate and resolve issues with the USU community, public and student staff
-Supervise and perform cashiering & maintenance duties when necessary
- Work cooperatively with other Campus Recreation programs and staff members assisting with departmental special events as needed
- Attend staff meetings and serve on university committees when requested
- Fulfill additional departmental duties as assigned

REQUIRED QUALIFICATIONS

- 1+ years’ experience in fitness supervision and programming
- Bachelor’s Degree in Recreation, Physical Education, Sports Management or related field
- Enrollment in Utah State University Graduate Studies Program
- Must have a 3.0 GPA in the last 60 credit hours and at least in the 40th percentile on the GRE or MAT
- Possess a current nationally recognized personal training and/or group fitness certification (i.e., ACSM, NASM, ACE, NSCA, AFFA)
- American Red Cross CPR/AED/First Aid certification
- Must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds

APPLICATION/SELECTION PROCESS: Applicants must submit a cover letter, resume and three professional references to Michelle Leachman- Fitness Coordinator for USU Campus Recreation michelle.leachman@usu.edu (435) 797-3016
**Graduate Assistantship:** $10,000 assistantship, plus full tuition, and subsidized insurance is available. Student fees are to be paid by the student. Up to an additional $1,000 for professional development opportunities. This position is a 10-month appointment with summer work opportunities available. Employment dates: 08/07/17 – 05/31/18 and 08/06/18 – 05/31/19. Year two is contingent upon satisfactory job performance.

**Common Graduate Programs for Campus Recreation GA’s:**

- **Department of Kinesiology and Health Science**
  - Master of Education in Sport and Physical Education (MEd)
  - Master of Health Promotion (MHP)
  - Master of Fitness Promotion (MFP)
  - Master of Science in Health & Human Movement (MS) with specializations in: **Exercise Science, Health Education**, and **Sports Medicine.**

- **Nutrition, Dietetics, and Food Sciences Department**
  - Dietetics Administration (MDA)

- **Emma Eccles Jones College of Education and Human Services**
  - Instructional Leadership- Higher Education/Student Affairs (MEd)