Job Description
The Fitness and Wellness Graduate Assistant (GA) will report directly to the Assistant Director of Fitness and Wellness. The Graduate Assistant is responsible for implementing policies and procedures, which contribute to the direct supervision, operation and advancement of the Fitness and Wellness Programs. The GA will assist in the management duties associated with Fitness and Wellness Programs, including: public interaction and sales, recruiting, hiring, staff training, staff supervision, evaluation, and scheduling with Personal Training, Group Exercise, and Strength & Conditioning. The GA will also design and implement Wellness programming, specifically focused on nutrition and mental health. The GA will also assist in the facility supervision which includes: Aggie Legacy Fields, HPER Building, Quad, Fieldhouse, and Aggie Recreation Center. Participating as an active team member to the USU Campus Recreation Center Staff will be the expectation of the Graduate Assistant.

PRIMARY DUTIES AND RESPONSIBILITIES
- Assist with the supervision and training of personal trainers, S&C coaches, and group exercise staff in accordance with the Fitness Programs policies and procedures
- Supervise 1-3 Wellness Assistants
- Assist with recruitment, hiring, training/certifying, scheduling, and evaluation of student employees
- Hold staff meetings, trainings, and provide continuing education opportunities
- Develop and enforce 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
- Assist in the development and implementation of program assessment and strategic planning
- Develop, implement, and evaluate Fitness & Wellness programming and special events
- Assist with the marketing information about Fitness and Wellness Programs
- Work with the facility staff to ensure the maintenance, cleanliness and regulatory compliance of the facility (ARC, HPER, Fieldhouse)
- Develop and implement Wellness programming with an emphasis on nutrition programming and mental health
- Maintain supplies and equipment, and assist with equipment purchasing
- Supervise and perform cashiering & maintenance duties, especially during GA closing shifts
- Work cooperatively with other Campus Recreation programs and staff members assisting with departmental programs and special events
- 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

PREFERRED QUALIFICATIONS
- Registered Dietitian Nutritionist with active status through the Commission on Dietetic Registrations and licensed Dietitian in the State of Utah within the first month of starting the position

Application/Selection Process: Applicants must submit a cover letter, resume and three professional references to Emmy Richards, Assistant Director of Fitness and Wellness – emmy.richards@usu.edu (435) 797-4197.
Graduate Assistantship: $10,000 assistantship, plus full tuition, and subsidized insurance is available. Student fees/tuition differential 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: 08/05/19 – 05/31/20 and 08/03/20 – 05/31/21. 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)

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

John M. Huntsman School of Business
- Master of Business Administration
- Master of Human Resources