

Fitness & Wellness Graduate Assistant

Campus Recreation Department

Stephen F. Austin State University

Summary:

The Campus Recreation Department provides opportunities for the social, mental, and physical development of SFA students through fitness, wellness, and sport activities. The Fitness Graduate Assistant creates, administers, and supervises fitness, personal training, and group fitness programming for students, faculty and staff.

Responsibilities:

- Recruit, select, train, supervise and evaluate undergraduate student Fitness and Wellness staff.
- Teach group fitness classes/personal train as needed. Assist in the creation and management of the in-house training/certification of fitness instructors and personal trainers.
- Develop employee policy manuals.
- Maintain accurate fiscal, payroll, incident, and accident reports.
- Assist in the research, purchase, storage, distribution, and inventory of equipment and supplies.
- Assist in the creation and administration of fitness educational programming and events throughout the calendar year.
- Serves as the supervising staff member on duty for the overall management of all staff, programs and campus recreation facilities on a rotating basis.
- Duties include an average of 20 hours per week.
- Drive university vehicles upon request (must have valid drivers license).
- Serve on departmental, divisional, and university committees as needed.
- Perform other duties as assigned by the Fitness and Wellness Coordinator.

Qualifications:

Required: Bachelor's degree in Recreation, Physical Education, Kinesiology, Sport Management or a related field. Demonstrated management skills including strong interpersonal and organizational communication skills. Acceptance into a SFA graduate program. A valid Drivers License. Minimum one year of experience in fitness instruction, personal training, or coordinating group fitness programs. Required certifications (or the ability to obtain within three months of hire) are: First Aid, CPR/AED, and one or more of the following: NASM, ACSM, NSCA, AFAA, AEA, or ACE.

Preferred: Management experience within a campus recreation program. A desire to enter a recreation related field. Experience training fitness instructors and personal trainers preferred. Experience teaching strength, step, indoor cycling, yoga, pilates, dance and/or water fitness classes. Knowledge of student learning and student development theories is strongly desired.

Position Duration: Ten month, renewable, at-will position; Average 20 hours per week, summer employment available, start date negotiable

Compensation: \$1,300/ month stipend, health benefits available, out of state tuition waiver, professional development allowance

Applications: Please send resume and cover letters to the Director of SFA Campus Recreation.