

Graduate Assistant – Fitness and Wellness Campus Recreation

Position Summary

The Graduate Assistant – Fitness and Wellness will coordinate, with the Assistant Director of Fitness & Wellness, programming, scheduling, evaluating, and project planning relevant to Campus Recreation and departmental objectives, also aligning with the Graduate Assistant’s curriculum and experiential goals.

Supervisor

Reports to the Assistant Director of Campus Recreation – Fitness and Wellness

Essential Functions

1. Coordinate Campus Recreation wellness and fitness programs, including advertisement, registration, scheduling, and program evaluation.
2. Assist with recruitment, hiring, supervision, and evaluating of group exercise (BearFit) instructors, personal trainers and fitness attendants.
3. Provide practical training and regular meetings, both group and one-on-one, with BearFit group fitness instructors, personal trainers, and fitness attendants.
4. Prepare contracts and provide prompt payment to wellness instructors at the conclusion of sessions.
5. Maintain complete and accurate organized records for Campus Recreation wellness and fitness programs including contracts, licenses and credentialing, attendance logs, statistics, and other related documents.
6. Coordinate, with the assistance of the Assistant Director – Fitness and Wellness, personal training appointments, daily schedule monitoring and follow-up, communication with trainers, including providing the utmost customer service to patrons.
7. Evaluate and maintain personal training assessment space and three studio operations for customer service, member experience, and risk management.
8. Maintain inventory of supplies and equipment for the Foster Recreation Center fitness and wellness areas.
9. Support the Assistant Director – Fitness and Wellness with set-up of special events as needed.
10. Assist with other duties assigned.

Other Responsibilities

1. Assist with special projects and assignments as requested.
2. Attend all required meetings: division and department-wide.
3. Serve on internal and University committees, as needed.

Education, Experience and Skills Required

1. Must meet all requirements outlined by the graduate assistant contract.
2. Experience with fitness and wellness programs including, but not limited to, personal training and group exercise, is preferred.
3. American Red Cross CPR/AED/First Aid certification is preferred and is obtainable through Campus Recreation upon the start of this graduate assistant position.
4. Good communication, customer service, organization, and leadership skills.
5. Required to work up to 20 hours per week.
6. Reports to work two weeks prior to the start of the Fall semester; reports one week prior to the start of Spring and Summer semesters.

Terms Available

- 1st year- Fall & Spring semesters (9-month position)
- 2nd year - With positive review
- Summer - Possible employment

Application Procedures

Please complete this [application](#) and attach all pertinent application materials.

Pertinent application materials:

- Official Graduate Assistantship Application
- Resume
- Cover letter
- Any certifications

If you have any questions about the position or program feel free to reach out to Campus Recreation at campusrecreation@missouristate.edu.