



### **Fitness Graduate Assistantship**

**Start Date: August 1, 2017 (9.5 Month Appointment)**

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#### **Fitness Graduate Assistant:**

The Fitness Graduate Assistant will assist the Assistant Director of Fitness & Wellness in the overall organization and administration of a comprehensive fitness program with an emphasis in Personal Training, Group Fitness, Small Group Training, and the Functional Training Area. This position will also provide opportunities for experience and collaboration with marketing and facilities. This position requires a flexible schedule including non-traditional work hours and other duties as assigned.

#### **Responsibilities:**

- Reports to and works collaboratively with the Assistant Director of Fitness and Wellness
- Provides leadership in the areas of programming, promotion, scheduling, and evaluation of various fitness programs
- Hires, manages, trains, evaluates and mentors a Group Fitness Instructor team of approximately 20 student employees
- Oversees a Group Fitness team responsible for leading all group fitness classes offered each semester
- Hires, manages, trains, evaluates and mentors a Personal Training team of approximately 8-10 student employees
- Responsible for creating and scheduling approximately 60 Group Fitness classes per week
- Evaluates class offerings twice a semester and makes recommendations for the next schedule of offerings utilizing the collection of participation statistics and direct participant/instructor feedback.
- Assists in the development/revision of a fully comprehensive fitness program. This includes program participant rules, staff policies and procedures, and the daily administration of each individual program including but not limited to the Group Fitness Program, Personal Training Program, Small Group Training Program, and Functional Training Area.
- Lead and assist with UREC special events including races, strength events, and other fitness specific event offerings.
- Lead 1 - 2 group fitness classes and/or lead 1 - 2 personal training clients per semester.
- Assist in the creation and monitoring of the UREC Fitness and Wellness program budget of approximately \$70,000 particularly in the areas of student wages and operating supplies.
- In conjunction with Assistant Director, complete a monthly budget reconciliation for student wages and operational expenses and a monthly report highlighting updates, areas for improvement, personnel training and development and other statistical information.

#### **Required Qualifications:**

A Bachelor's degree in Exercise Science, Recreation, Sports Management, Physical Education, or other related field; admission into a UWG graduate program; possess a national personal training certification and/or group fitness certification from ACSM, NSCA, ACE, NASM, AFFA; excellent verbal and written communication; ability to collaboratively work with students, faculty, staff, and the community; previous collegiate fitness program experience

#### **Preferred Qualifications:**

Two years' collegiate fitness program experience; motivated, enthusiastic, and attentive to detail; ability to work with a diverse group; experience in personal training and group fitness administrative operations; career aspirations in recreational sports; CPR/First Aid Instructor certification; experience utilizing Fusion and/or other recreation management software

#### **Benefits/Pay:**

Assistantships are 9.5 (August-mid May) month appointments with a stipend of \$7,600 in addition to full tuition provided with the option to continue work from mid-May - July. Additional funds are allotted each year for professional development opportunities. Graduate Assistantships are a two-year commitment.

**Graduate Programs:**  
**(please specify program of interest in cover letter)**

College Student Affairs, MBA, Public Administration (Public Health)

**Application Material:**

All applications submitted by January 13, 2017 will be reviewed and considered. Applications submitted after January 13th will be reviewed with consideration of previous applicant deadline.

Interested applicants should submit (1) a cover letter stating your interest in the position and graduate program, (2) resume and (3) three professional references, and (4) GPA & GRE scores

Submission can be either electronic (Graduate Assistant Application Form) or mail to the following address:

University of West Georgia  
University Recreation  
c/o Drew Powell, Assistant Director of University Recreation  
1601 Maple St, Carrollton, GA 30118