

## **Position Description**

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<b>JOB TITLE:</b>	Graduate Assistant, Fitness and Wellness	<b>DATE REVISED:</b>	October 30th, 2017
<b>CLASSIFICATION:</b>	Part-time	<b>DEPARTMENT:</b>	Emory Recreation & Wellness
<b>REPORTS TO:</b>	Assistant Director, Fitness and Wellness	<b>WAGES:</b>	\$10,000-\$12,000 annual stipend; tuition waiver (Georgia State University)*

### **Essential Responsibilities**

The Graduate Assistant for Fitness and Wellness in the department of Emory Recreation & Wellness is responsible for assisting in the day to day oversight and administration of the personal training and group exercise programs, wellness events, special event planning and program marketing. This position will also assist in the operation and day to day management of the fitness areas at 2 recreational facilities (Student Activity and Academic Center and Woodruff Physical Education Center). Fitness areas include all group fitness studios and the multiple informal fitness areas at both facilities. This position is expected to work 20 hours per week during the academic year with additional opportunities if desired. This position is a two year appointment.

### ***Program Management***

- Assist in managing a comprehensive Fitness and Wellness program to include: fitness area operations, group exercise programming, personal training, wellness and special event programming.
- Assist in day to day supervision of fitness staff at two recreational facilities.
- Assist with documenting equipment maintenance, participation numbers and membership services assistance.
- Ensure high standards of facility and program maintenance and cleanliness.
- Assist in the hiring, training and evaluation of all Fitness and Wellness programming, student staff, personal trainers, and group fitness instructors.
- Assist with the development of multiple fitness and wellness programs and challenges throughout the year for both facilities.
- Assist in the creation, implementation and evaluation of signature programs.
- Assist in the oversight of the fitness and wellness programming budget.
- Assist in risk management including policy and procedure development and enforcement for all fitness areas.

### ***Administrative***

- Be available for set office hours at both facilities.
- Assess effectiveness and satisfaction of programs, services and facilities.
- Prepare regular written communication such as monthly and annual reports, financial and participation reports, and equipment inventory reports as needed.

- Build strong partnerships with any Emory campus departments and with outside vendors.
- Create and build strong partnerships and relationships with area businesses and organizations.

### **Other Responsibilities**

- Evening and weekend work responsibility as required.
- Assist in maintaining updated inventory lists, facility and program staff manuals.
- Attend all office, staff and department meetings as scheduled.
- Active participation and membership with NIRSA.
- Other duties as required.

### **Minimum Qualifications**

- Bachelor's degree required.
- At least 1 year of demonstrated experience in fitness and wellness programming and facility management, preferably in a university or scholastic setting.
- Appropriate nationally recognized personal training and/or group fitness certification.
- CPR/AED and First Aid certification preferred. Required within 30 days of employment.
- Leadership and supervisory abilities.
- Ability to work as part of a professional team that collaborates effectively with colleagues.
- Entrepreneurial spirit and enthusiasm.
- Analytical skills to: identify problems, assess alternatives, and render consistent, logical decisions.
- Ability to write concise, logical reports.
- Ability to work independently or with a team.
- Knowledge of standard practices in campus recreation.
- Ability to thrive in an environment that values high expectations, accountability, and balanced lifestyles.

### **Competencies:**

#### **Technical**

- Some knowledge of HR theories and best practices in recruitment and staff development in a recreation and/or university setting.
- Basic accounting knowledge; capability of understanding budgets.
- Proficiency with Microsoft Office.
- Training with Spectrum and Cascade preferred.

#### **Work Environment**

- Office environment/fitness center environment
- Non-smoking environment
- Moderate to loud noise
- Occasional regional and national travel

#### **Physical Demands**

- Sitting at desk or table for at least 40% of the work day
- Standing or walking for at least 60% of the work day
- Personal training clients as needed
- Instruct group fitness classes/physical education classes as needed
- Repetitive wrist, hand, or finger movement
- Frequent bending, stooping
- Lift up to 45lb
- Eye-hand coordination
- Hearing and talking

\*Job offer is contingent on acceptance into Georgia State University's Master of Science program, preferred Exercise Science, in the Department of Kinesiology and Health.

Submit applications including a cover letter, resume and at least 3 references to Brandon Fain at [brandon.fain@emory.edu](mailto:brandon.fain@emory.edu). Priority consideration will be given to those who apply by December 15<sup>th</sup>. 2017.