

# **Grand Valley State University**

## **Campus Recreation**

### **Graduate Assistant**

#### **Position Description:**

Under the Division of Student Services, this position is shared reporting to the Associate Director of Campus Recreation and Fitness and Wellness Coordinator. Primary responsibilities will be assisting with Fitness and Wellness program offered through Campus Recreation.

#### **Responsibilities:**

- Assist with daily operations of both group exercise and fitness programs and services.
- Teach a variety of group exercises classes.
- Assist with pass sales, class scheduling and reservations.
- Assist with hiring, training, supervision, and evaluation of staff.
- Assist with budgeting and purchasing of equipment.
- Supervise multiple fitness studios, equipment, maintenance and upkeep.
- Conduct instructor trainings and group workouts.
- Support student development.
- Assist with Campus Recreation marketing, including digital and social media outlets.
- Organize professional continuing education opportunities and certification exams.
- Organize, prepare, and present research and/or literature related to the wellness field.
- Participate in professional development programs; attend all staff meetings and division meetings.
- Assist with developing end of the semester and end of the year reporting, and assessment and survey data.
- Assist with on-campus outreach programming and special events.

#### **Qualifications:**

- Completed Bachelor's degree in Exercise Science, Physical Education, or related field.
- Admittance into a graduate program as a degree-seeking student at Grand Valley State University.
- Must carry a minimum course load of 9 graduate credit hours per semester.
- Possess at least one nationally recognized fitness certification.
- Possess current CPR and First Aid certifications.
- Experience in group exercise instruction and personal training.
- Excellent personal skills.
- Excellent written and verbal communication skills.

#### **Compensation:**

Stipend of \$8,000 per year requires a 20-hour work week. (Note: some academic program work requirements may vary.) Graduate assistants are contracted for 9 months, corresponding to the academic year. Tuition waiver for up to 18 credits per year, 9 in fall semester and 9 winter semester. Two year assistantship available pending satisfactory performance. Additional summer employment may be available.

#### **Application Process:**

Position is open until filled. Please submit letter of application, resume, and three references to:  
Amy Campbell

Associate Director, Campus Recreation

Grand Valley State University

1 Campus Drive

145 Fieldhouse

Allendale, MI 49401

Email: [campbamy@gvsu.edu](mailto:campbamy@gvsu.edu)