

## **Fitness & Wellness Graduate Assistant**

### **Job Description:**

Under the Division of Student Affairs, this position supports Fitness and Wellness Services within the department of Recreation & Wellness. The selected candidate will experience recreation programming through an environment that is hands-on and fast paced with a professional development approach. This position will report to the Assistant Director of Recreation & Wellness.

### **Responsibilities:**

- Assist in the supervision of Fitness Training Services: Personal Training, Small Group Training, and the UFit program.
- Assist in the recruitment, screening, hiring, training, evaluation, and supervision of student staff, to include internship and fieldwork students.
- Support continuing education and professional development opportunities such as student staff in-services, workshops, local professional site visits, conference opportunities, review of articles and research.
- Support efforts for adaptive and inclusive recreation and wellness programs.
- Serve as a Personal Trainer and/or Group Exercise Instructor.
- Assist with a variety of special events and programs within Recreation & Wellness.
- Administrative duties to include data collection and reporting, implementation of policies and procedures, assistance with marketing, promotional and incentive programs.
- Support departmental events and initiatives.
- Attendance at meetings and trainings may be required.
- Other duties as assigned.

### **Expectations:**

- Demonstrate critical thinking skills and the ability to balance personal, academic, and work life in a healthy fashion.
- Ability to balance multiple tasks, work on an individual level and in a team setting and demonstrate excellent communication skills.
- Commitment to diversity and inclusion.
- Obtain and maintain American Red Cross First Aid & CPR/AED certification.

### **Qualifications:**

- Undergraduate degree in Exercise Science, Kinesiology, Health Education, or related field.
- Professional experience in one or more of the following: personal training, group fitness, health and wellness coaching, or similar fitness & wellness related initiatives.
- At least 1 year of supervising experience.
- NCCA accredited certification in personal training or group fitness (ACSM, NSCA, ACE, NASM, etc.).
- Acceptance into GVSU College of Education, College of Health Professions, or similar area of study.

### **Additional Information:**

- Depending on candidate interest and background, additional programming experiences may be provided, including American Red Cross courses and adult swim lessons.

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**Terms of Appointment:**

- The position will begin on August 28, 2023 and conclude on April 26, 2024.
- This is for a one academic year appointment with potential of a second year based on approval and performance.
- A tuition waiver covers 9 graduate credit hours per academic year and includes a stipend.
- The position will work 20 hours per week.
- Professional development funding available as well as employment opportunities between semesters and over the summer months.

**Application Process:**

Application review begins March 1, 2023. Applications will be accepted until position is filled.

**Please submit resume, cover letter, and three professional references to:**

Allison Gehring  
Assistant Director  
Recreation & Wellness  
gehringa@gvsu.edu

For more information on graduate programs at Grand Valley State University visit  
[www.gvsu.edu/gs/](http://www.gvsu.edu/gs/)