

**Graduate Assistant
Fitness
Recreational Sports
Bowling Green State University**

Position Summary

The purpose of this position is to assist with the comprehensive fitness plan for the Recreational Sports department. This individual would also hire, train, and supervise a senior student assistant and student employees in the aerobic instructor and personal trainer positions. Additional duties include ordering exercise program equipment and setting up program registration. This individual will also assist in the coordination of the Recreational Sports marketing plan for recruitment of new fitness class members from the campus and the community.

Essential Duties, Tasks and Abilities

- Develop and implement comprehensive fitness training program for instructors.
- Develop promotional materials for recruiting and promotion of fitness programs.
- Supervise, hire, and train aerobic instructors and personal trainer student employees (approximately 30 students).
- Supervise senior student supervisors in fitness.
- Maintain and coordinate student employee files.
- Regularly evaluate the effectiveness of all fitness programs.
- Hold monthly meetings with student employees.

Provide other duties as needed, including:

- Represent the fitness program at campus events.
- Attend professional and student staff meetings.
- Respond to miscellaneous fitness program requests from division, and various Recreational Sports departments.
- Assist in the preparation of the fitness quarterly and annual reports.

Knowledge, Skills and Abilities

- Excellent aerobic instruction, personal training, administration and computer software skills
- Strong interpersonal skills and instruction abilities
- Excellent writing skills
- Attention to detail
- Creativity

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