1. **Eligible Program Applicants** (Applicants must be from one of the following graduate programs):
   - HMSLS

2. **Qualifications/preferred skills**
   - Group Exercise and Personal Training certification
   - Excellent group exercise instruction, personal training, administration and computer skills
   - Strong interpersonal skills and instruction abilities
   - Excellent writing skills
   - Attention to detail
   - Creativity

3. **Position Description** (primary and secondary responsibilities)
   - Develop and implement comprehensive fitness programming.
   - Develop promotional materials for recruiting and promotion of fitness programs.
   - Supervise, hire, train and evaluate group exercise instructors and personal trainer student employees (approximately 25 students).
   - Maintain and coordinate student employee files with administrative assistant.
   - Regularly evaluate the effectiveness of all fitness programs.
   - Hold monthly meetings with student employees.
   - Maintain preventative maintenance records on all group exercise equipment.
   - Assist with special events in the facility including certification workshops and late night events.
   - Complete evening supervision in the Student Recreation Center.
   - Promote the mission of Recreation and Wellness.
   - Perform other duties as required by the professional staff.
   - Provide other duties as needed, including:
     - Represent Recreation and Wellness at campus events.
     - Attend professional and student staff meetings.
     - Respond to miscellaneous fitness program requests from university constituencies
     - Assist in the preparation of the fitness quarterly and annual reports.
     - Support Student Employee Board (SEB) and Student Development and Leadership (SDL) activities

**Application Process:**
Applicants wishing to apply for this Graduate Assistant position must: 1) be admitted or accepted for admission as a full-time student in a graduate program at BGSU; and 2) remain in academic good standing to maintain the position.

1. To apply to this positions, send the following materials: Current resume, letter of interest, three letters of reference, and RecWell online application: [https://form.jotform.com/60355491819159](https://form.jotform.com/60355491819159)
2. Send GA application materials to: **RecWell online application at [https://form.jotform.com/60355491819159](https://form.jotform.com/60355491819159) allows for documents such as letter of interest and resume to be attached electronically.** Other materials can be sent to:
   - **E-Mail:** Thad Long - [longtha@bgsu.edu](mailto:longtha@bgsu.edu)
   - **Fax:** 419.372.8454
   - **Mail:** Department of Recreation and Wellness
     Attn: Thad Long, Student Recreation Center
     1411 Ridge Road
     Bowling Green, OH 43403
3. **GA position application due date:** Applications received by Mar. 1st receive priority, with remainder of positions filled once outstanding candidates have been interviewed and selected