

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Recreation and Wellness: Fitness

Hours to work: 20

Stipend rate: \$10,000

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>
2. Send GA application materials to: ** RecWell online application at <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

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