Graduate Assistant: Fitness

Position Summary
The purpose of this position is to assist with the comprehensive fitness plan for the Department of Recreation and Wellness. This individual hires, trains, and supervises student employees in the group exercise instructor and personal trainer positions. This individual also assists with planning, marketing, implementing, and evaluating fitness programming. Additional duties include ordering and maintaining exercise program equipment and setting up program registration.

Essential Duties, Tasks and Abilities
- 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.
- Promote the mission of Recreation and Wellness.
- Perform other duties as required by the professional staff.

Other Duties
- 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

Knowledge, Skills and Abilities
- Excellent group exercise instruction, personal training, administration and computer skills
- Strong interpersonal skills and instruction abilities
- Excellent writing skills
- Attention to detail
- Creativity

Requirements
- Acceptance into the BGSU Graduate College Human Movement, Sport, and Leisure Studies (HMSLS) Program
- Possess and maintain Group Exercise and/or Personal Training certification
- CPR/FA & AED certified (preferred)
- Business casual dress

https://www.bgsu.edu/human-resources.html
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