



## **Graduate Assistant - Fitness and Wellbeing**

### ***Campus Recreation Professional Duties***

- Collaborate with Campus Recreation staff to help department make the impact mentioned in our mission and vision statements
- Serves on assigned Campus Recreation and university work teams or committees as needed
- Provide evening and weekend operational support and event coordination as needed
- Produces required information for monthly and annual reports
- Provide instruction and development opportunities for staff through training, coaching and performance evaluations that incorporate student learning outcomes. Specific outcomes include critical thinking, creative thinking, problem solving, quality customer service, conflict resolution, initiative, communication, innovation and other transferable skills related to the department work integrated learning program
- Attend and participate in University, Divisional, and Departmental events, programs, and training
- Submit marketing requests within established timelines, policies, and procedures
- Other duties as assigned

### ***Area Specific Duties***

- Develop, promote, execute, and evaluate a comprehensive group exercise program including recruiting, hiring, training, scheduling, supervising, and evaluating instructors
- Develop, promote, execute, and evaluate a comprehensive personal training program including recruiting, hiring, training, scheduling, supervising, and evaluating trainers
- Serve as a Personal Trainer and/or teach Group Exercise Classes as needed
- Develop, organize, and promote new and on-going group exercise special event programs and services.
- In coordination with Office of Student Wellness units and other university entities; develop, organize and promote new and on-going special events programs and services
- Instruct group exercise instructor and personal training courses
- Assist in researching fitness programming needs of students, faculty and staff; including long-range strategic planning pertaining to fitness and provides recommendations
- Provide assistance for campus-wide initiatives and support campus partners as a resource for: wellness fairs, speaking engagements for halls/departments and service on various committees

### ***Required Qualifications***

- Bachelor's degree from an accredited four-year institution
- Admittance into a WVU graduate program
- American Red Cross CPR for Professional Rescuer, AED & First Aid Certification
- Hold a Group Fitness and/or Personal Training certification from ACE or NASM.
- Excellent verbal and written communication skills, strong attention to detail, and ability to work with diverse groups
- Competent knowledge of general computer programs including Excel, Word PowerPoint, Outlook, etc.

### ***Preferred Qualifications***

- Prior supervisory or leadership experience
- Prior campus recreation experience
- Fusion
- Connect2
- When2Work