

UNIVERSITY RECREATION  
WASHINGTON STATE UNIVERSITY  
**GRADUATE ASSISTANT, FITNESS & INSTRUCTION**

**POSITION OVERVIEW**

Primarily responsible for the coordination of the UREC non-credit group fitness and instruction programs. Graduate Assistant will supervise temporary employees to deliver classes in a variety of disciplines including group fitness, dance, aquatics and martial arts. Will also assist UREC Fitness Services programs.

**DUTIES AND RESPONSIBILITIES**

- Develop and coordinate group fitness and instruction programming in a variety of disciplines
- Oversee registration management for non-credit instruction classes
- Assist with the hiring, training, and evaluating of group fitness and instruction staff
- Instruct and organize a 12-week Fitness Instructor Training Course
- Manage employee schedules using When to Work scheduling software
- Lead programs and instruct classes as needed for fitness, safety education, and/or challenge programs
- Manage programs and keep inventory in multiple buildings and locations
- Assist with the coordination of UREC for U fitness programming and classes for outside groups
- Plan, schedule and execute several special events throughout the year
- Develop continuing education modules that will enhance the knowledge and skills of fitness team
- Supervise program operations in the absence of the Group Fitness Coordinator during professional training or conferences, vacations, and sick leave
- Complete required WSU trainings/certifications and attend mandatory UREC staff meetings and trainings
- Other duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES**

- Computer knowledge, including proficiency with Windows based computer system and Microsoft applications.
- Knowledge and experience in training and supervision of employees
- Knowledge of fitness and wellbeing principles and their application in a collegiate setting
- Knowledge regarding industry standards and trends
- Knowledge and experience in effectively leading group fitness classes

**ESSENTIAL WORK COMPETENCIES**

- Ability to communicate effectively both orally and in writing with multiple constituents
- Ability to interact with people in a positive manner
- Ability to enforce necessary performance standards
- Ability to identify and initiate work projects and function independently
- Ability to think analytically and evaluate possible solutions
- Ability to prioritize and arrange job assignments
- Ability to be creative and innovative with new ideas
- Ability to work with difficult people and maintain control

**QUALIFICATIONS**

**Required Qualifications:**

- Acceptance into WSU Graduate program
- Bachelor's degree in Exercise Science, Kinesiology, Recreation or related field
- Experience in teaching and leading groups of 5-40 in group fitness
- Computer knowledge, including proficiency with Windows based computer system and Microsoft applications
- Must be able to meet and maintain WSU and UREC Van Driver standards
- Strong communication, organizational and leadership/management skills
- Ability to work collegially and collaboratively with diverse internal and external constituencies
- Must obtain CPR (Adult, Child, Infant)/First Aid certification (provided by UREC)

**Preferred Qualifications:**

- Knowledge and experience in training and supervision of employees
- Nationally recognized group fitness certification; ACE, AFAA, ACSM preferred
- Certification as an American Red Cross CPR/First Aid/AED Instructor or Instructor Trainer (certification can be obtained within University Recreation)
- Experience in facilitating for a challenge or leadership program

#### HOURS PER WEEK:

- 20 hours a week, weekends and evenings required

#### LEARNING OUTCOMES OF EMPLOYMENT

At University Recreation we are committed to providing Graduate Assistants with an experience that will prepare them for a professional career. Graduate Assistants will be asked to assume a great deal of responsibility and perform as part of the professional staff. Through employment at University Recreation and professional development opportunities, Graduate Assistants will advance in the learning outcomes listed below.

1. Inclusion – Effectively functions with people who have backgrounds, ideas, attitudes, and behaviors that are different from their own and creates a welcoming environment for all
2. Leadership – Demonstrates leadership in a professional setting
3. Professionalism – Demonstrates behaviors appropriate for a professional setting
4. Wellbeing – Articulates role of active living in contributing to individual and community health and wellbeing. Educates self and patrons regarding wellbeing concepts so that both can make choices that allow them to achieve their highest quality of life.

#### STARTING DATE

August 1, 2018 (staff paid hourly at \$15.50/hour until August 15). Assistantship takes effect August 16, 2018.

#### COMPENSATION

Approximately \$14,166 (.5 FTE) and includes waiver of tuition. Individuals are responsible for paying residual student fees each semester of approximately \$1,100 which is not covered by the assistantship. Students will receive individual medical coverage as part of the assistantship. Nine month position (August 16 – May 15). Summer employment at hourly rate available. Individuals must reside in Washington State during employment and apply for resident status during first year of assistantship. Assistance for professional development opportunities is available.

#### APPLICATION PROCESS

Applications are due by December 1, 2017. Please email a letter of application, resume, 2-4 references, and Graduate Assistant application (available on website) to Leah Sanders, [l.sanders@wsu.edu](mailto:l.sanders@wsu.edu).

#### ADMISSION REQUIREMENTS

Requirements include a baccalaureate degree or equivalent from an accredited college or university; acceptance by the WSU Graduate School, (a GPA of 3.0 or above, official transcripts, 3 letters of recommendation are required by the Graduate School). Visit [www.gradschool.wsu.edu](http://www.gradschool.wsu.edu) for more information. Applications to the Graduate School are due by January 10, 2017 for priority acceptance. Some colleges require earlier application – please view application deadlines for program of interest.

#### EEO/AA/ADA