POSITION OVERVIEW
This position is primarily responsible for the management, supervision, scheduling, and operation of the Student Recreation weight room and personal training services. Graduate Assistant will be responsible for training, evaluation, and supervision of weight room attendants and personal trainers.

DUTIES AND RESPONSIBILITIES
- Assist with the supervision of all recreation weight room staff.
- Aid with administrative duties such as payroll, budgeting, inventory, and policy compliance.
- Coordinate training for weight room and personal training staff.
- Coverage of weekend and evening hours of programs and facilities as needed.
- Assist in the evaluation and ordering of recreational, fitness, personal training and weight room equipment.
- Assist in the interview process of all recent hires of staff.
- Assist in the upkeep and creation of programming for Wellbeing Online.
- Provide feedback for merit increases during performance assessments.
- Assist in the coordination, supervision and evaluation of Sport Club strength and conditioning program.
- Lead programs as needed such as personal training workshops, fitness classes and leadership programs.
- Complete required WSU trainings/certifications and attend mandatory UREC staff meetings and trainings.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES
- Knowledge and experience in a recreational or athletic weight room facility.
- Experience in staff supervision, hiring, evaluation, or training.
- Knowledge and experience in personal training or strength and conditioning.
- Computer knowledge, including proficiency with Windows based computer system and Microsoft applications.

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 to WSU Graduate program
- Bachelor’s degree.
- Computer knowledge, including proficiency with Windows based computer system and Microsoft applications.
- Excellent written and verbal communication skills
- Ability to work collegially and collaboratively with diverse internal and external constituencies
- Demonstrated excellence in customer service skills
- Knowledge and experience in training and supervision of employees

Preferred Qualifications:
- Experience as a weight room attendant.
- Experience in personnel training and/or supervision.
- National personal trainer or strength and conditioning certification from one of the following agencies: ACE, ACSM, NSCA or NASM.
- Experience as a group fitness instructor.
- Certification as an American Red Cross CPR/First Aid/AED Instructor or Instructor Trainer (certification can be obtained within University Recreation)
- Facilitator for Challenge or leadership programming
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
January 2, 2021.

COMPENSATION
Approximately $15,561 (.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, 2019. Please mail or email a copy of your resume, name and contact information of 2-4 references, cover letter and application Joanne Greene, 250 Student Recreation Center, Pullman, Washington, 99164-1830 or joanne_greene@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 for more information. Applications to the Graduate School are due by January 10, 2020 for priority acceptance. Some colleges require earlier application – please view application deadlines for program of interest.

University Recreation (www.urec.wsu.edu)
The Department of University Recreation at Washington State University supports the educational mission of the university by providing integrated and comprehensive recreational, wellness and fitness programs and services to a diverse campus community. Committed to fostering active, healthy lifestyles, the department enriches campus life through excellence in programs, services and facilities. Programs and services include Intramural Sports, Outdoor Recreation Center, Fitness & Instruction, Sport Clubs, Challenge, Aquatics and Youth Programs. University Recreation facilities include the Chinook Student Center, Student Recreation Center, Outdoor Recreation Center, outdoor playfields, 3 pools and shared indoor facilities. Comprehensive marketing, facilities scheduling and maintenance programs support all departmental operations.

Washington State University
Washington State University (WSU) is a comprehensive land-grant research institution with campuses in Pullman, Spokane, the Tri-Cities, Vancouver, and Everett. More than 20,000 undergraduate and graduate students are served by the Pullman campus in some 300 fields of study. The University is one of the largest residential universities in the West. Pullman offers a friendly, small-town living environment. Visit: www.pullmanchamber.com for information about Pullman and WSU.

Washington State University is an EEO/AA educator/employer.