



## **Recreation & Wellness Fitness & Wellness Graduate Assistant**

### Purpose

The purpose of the Fitness & Wellness Graduate Assistant (GA) is to assist the Assistant Director of Fitness & Wellness and Coordinator of Fitness & Wellness with the administration of the Fitness & Wellness programs for Old Dominion University.

### Responsibilities

The general responsibilities of the GA will include, but not be limited to:

- Staff training and evaluation of Fitness and Wellness Specialists, Group Fitness Instructors, and Personal Trainers.
- Coordination of the day-to-day Fitness & Wellness programming within Recreation & Wellness. This includes small group training, personal training, and group fitness.
- Assist in the instruction of the Personal Trainer and Group Fitness Prep Courses.
- Develop and manage policies and procedures within the Fitness & Wellness staff.
- Assist with program implementation of wellness initiatives.
- Assist with and implement Fitness & Wellness special events and pop ups.
- Collaborate with other groups on campus to engage different university populations.
- Serve as an official representative of the Recreation & Wellness Department.
- Assist with and implement Recreation & Wellness initiatives and other duties assigned.

### Skills

The GA will possess the qualities/skills below.

- Work experience in area of exercise science, health promotion, or related field.
- Work experience with personal training, group fitness, health coaching, and/or wellness programming.
- Have a strong background in exercise prescription and testing.
- Have a strong background in instructing a group exercise and/or small group class.
- Maintain a flexible schedule to instruct a minimum of one class and/or session a semester.
- Maintain an accredited national fitness certification.
  - i.e. American College of Sports Medicine (ACSM), National Strength and Conditioning Association (CSCS), American Council of Exercise (ACE)
- Maintain a CPR, First Aid, and AED certification.
- Possess good written and verbal skills.
- Have computer proficiency with Microsoft Office, Google Suite, etc.

### Knowledge and skills derived from experience

The GA will gain or obtain the following.

- Experience conducting fitness assessments and exercise prescription.
- Experience teaching multiple formats to a variety of audiences.
- Experience training fitness and wellness specialists, group fitness instructors, and personal trainers.
- Experience supervising a fitness staff and fitness spaces/studios.
- Experience evaluating programs and employees.
- Experience in budget management and inventory control.

- Experience working with a team of Recreation & Wellness professionals.

#### Suitable Academic Majors

The GA may choose any field of study, but Exercise Science, Health Promotion, Recreation & Sports, Health & Physical Education, or a related field is preferred.

#### Hours and Wage

The GA position requires 20 hours per week on an established schedule that fits with the student's course demands, which will include weekdays, weeknights, weekends, and some holidays. A stipend of \$15,000 will be paid over the fall and spring semesters. There is a 61% tuition and fees waiver for eligible out-of-state students. A full tuition waiver will be offered for Ph.D. students. Funding for professional development opportunities is also provided. Summer employment may be available. Employment contract runs August 10, 2023, through May 9, 2024, and maybe renewed based on performance evaluation.

Application Process: Applications will be accepted through the following link until the position is filled: <https://form.jotform.com/203424681891156>. Preference will be given to applicants received by March 1, 2023. Requested information in the application link include your resume, three references, current GPA, and GRE score (or scheduled GRE date).

**Old Dominion University is an equal opportunity, affirmative action employer and requires compliance with the Immigration Reform Act of 1986.**