# Position Description

**JOB TITLE:** Graduate Assistant Instructional Programs  
**DATE REVISED:** 12/9/15

**CLASSIFICATION/COMPENSATION:** Part-Time/ Stipend - see below  
**DEPARTMENT:** Recreational Services

**REPORTS TO:** Instructional Programs Coordinator  
**PREFERRED START DATE:** August 10, 2016

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**About Georgia State University**  
Georgia State University is located in downtown Atlanta, with an enrollment of over 30,000 students. The mission of the Department of Recreational Services is to promote healthy lifestyles through exceptional recreational programs, services, and facilities. On campus, Recreational Services is housed in the 161,000 square foot, $30 million Student Recreation Center (SRC). Our two off-campus sites are also managed by the department; Panthersville Recreation Complex, an outdoor lighted multipurpose athletic field area and the Indian Creek Recreation Area which includes the Lodge, Challenge Course, Outpost, an outdoor pool, event lawn, and sand volleyball court.  
recreation.gsu.edu

**About Georgia State University Graduate Assistantships:**  
The department of Recreational Services offers numerous Graduate Assistant opportunities. Our positions are designed to provide enhanced service to our patrons and programs while providing an excellent opportunity for the Graduate Student to enhance their academic knowledge and professional skills. The information below is for your review to assist in your decision on whether to apply for the position.

Tuition will be waived including out of state waiver. You are responsible for your student fees (~ $1300 as of Fall 2014) and books. Current graduate assistants are granted a 10% book discount at the GSU bookstore. You will receive a $4,500 stipend Fall and Spring semesters and up to $3,000 for Summer (depending on your appointment/hours worked). These amounts are based on 20 hours of work per week during the academic semester. This appointment is on a semester-to-semester basis dependent upon job performance and funding. Scheduling will be determined by your supervisor and will vary each semester. Academic classes will be accommodated. Please note that you do not get your first check until the last working day of September. Plan accordingly. For more information on application requirements and deadlines for the College of Education, please visit http://education.gsu.edu/oaa/App_Deadlines.htm.

**Job Description:**  
The Instructional Programs Graduate Assistant, under the direction of the Instructional Programs Coordinator, has the responsibility of supervising the Group Fitness and Instructional Clinics schedules as well as assisting with all Fitness programming for the department.

**Primary Responsibilities:**
- Deliver excellent customer service
- Support the philosophy of the Department of Recreational Services
- Plan, implement, and evaluate the Group Fitness Schedule, including free Group Fitness classes and Instructional Clinics.
- Assist the Instructional Programs Coordinator with recruiting, hiring, and training new Group Fitness Instructors.
- Assist the Instructional Programs Coordinator with the implementation, evaluation, and operation of the Group Fitness Instructor Training course each semester.
- Create, implement, and evaluate special fitness/wellness events for the Student Recreation Center
- Assist with participating in health, wellness, and information fairs held on campus and in the Recreation Center.
- Purchase equipment and items as needed for specific programs with approval of Instructional Programs Coordinator.
• Assist with maintenance and repair of all program supplies.
• Assist with the preparation, forecasting and monitoring of income and expense budgets as it relates to Instructional Programs area.

Secondary Responsibilities:
• Work as a certified Group Fitness Instructor for the Student Recreation Center, teaching at a minimum 2 classes per week (included in office hours).
• Attend all staff meetings and trainings hosted by the Department of Recreational Services.
• Evening/Weekend work responsibility as required.

Minimum Requirements and Employment Terms:
• Bachelor’s degree in Exercise Science, Sports Administration, Public Health, Higher Education or closely related field.
• Acceptance into the Masters Program at Georgia State University, pursing a degree in Exercise Science or a closely related field.
• Must maintain a 9-hour class load for fall and spring semesters; 6-hour class load during the summer semester.
• Must maintain a B average.
• Nationally accredited certification for Group Fitness Instruction – including ACSM, ACE, AFAA, or NSCA.
• Current certification in CPR/AED/First Aid.
• Work approximately 20 hours per week. Scheduling will be determined by your supervisor. Schedule will vary each semester. Academic classes will be accommodated.
• Ability to work independently and as a part of a professional team that collaborates effectively with colleagues.
• Ability to thrive in an environment that values high expectations, accountability, and balanced lifestyles.
• Proficiency with Microsoft Office.
• The appointment will be for the 2016 – 2017 academic year (Fall, Spring, Summer). The appointment is on a semester-to-semester basis dependent upon job performance and funding.
• Assume responsibility for the mandatory health insurance requirement and all student fees. www.studentinsurance.com and select Georgia State University / Pearce and Pearce