Position Description

JOB TITLE: Graduate Assistant Fitness Operations
DATE REVISED: 12/6/16

CLASSIFICATION/COMPENSATION: Part-Time/Stipend
DEPARTMENT: Recreational Services

REPORTS TO: Assistant Director, Fitness
PREFERRED START DATE: August 2017

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 Graduate Assistant, Fitness Operations, under the direction of the Assistant Director, Fitness, has the responsibility for hiring, scheduling, training, evaluating and supervising the student Fitness Attendants Student Recreation Center Fitness Center.

Primary Responsibilities:
- Recruit, interview, and hire Fitness Attendants
- Provide weekly and monthly job training for Fitness Attendants
- Supervise and evaluate current employees
- Create schedule each semester, including holiday and break schedules
- Assist Fitness Attendant staff with enforcing policies and equipment cleaning
- Provide continuing education for Fitness Attendant staff (including but not limited to ACSM guidelines for cardiovascular exercise, resistance training, body composition and blood pressure; proper body mechanics for exercises and spotting, musculoskeletal anatomy, etc)
- Assess exercise equipment maintenance and upholstery needs
- Assist patrons with questions about exercise and equipment use
- Assist in other recreation programs
- Work with Assistant Director, Fitness to design special projects to grow professional skills
- Deliver excellent customer service
- Support the philosophy of the Department of Recreational Services

Job Description: 1 of 2 Graduate Assistant, Fitness Operations
Secondary Responsibilities:
- 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, Higher Education or closely related field.
- Acceptance into the College of Graduate Studies at Georgia State University, pursuing a degree in a related field. Must be accepted by GSU to receive a position offer.
- Possess a working knowledge of anatomy and principles of exercise, including ACSM guidelines for cardiovascular exercise and resistance training.
- Possess a working knowledge of weight room equipment and techniques, including spotting.
- Must maintain a 9-hour class load for fall and spring semesters; 6-hour class load during the summer semester. Please note! This position WILL work over Maymester; compensation will be paid accordingly.
- Must maintain a B average.
- Work approximately 20 hours per week. Scheduling will be determined by Assistant Director, Fitness. 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 2015 – 2016 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](http://www.studentinsurance.com) and select Georgia State University / Pearce and Pearce.