Fitness & Wellness
Graduate Assistant Position Description
2017-2018

10-MONTH POSITION BEGINNING AUGUST 1, 2017

The Fitness & Wellness (F&W) Graduate Assistant performs a significant role in the administration of the personal training and group fitness programs. Under the supervision of the Assistant Director and Specialist for Fitness & Wellness, the Graduate Assistant serves as a leader and liaison to the F&W team (made up of Fitness Monitors, Personal Trainers, and Group Fitness Instructors).

RESPONSIBILITIES:

1. Assist with the coordination and development of the personal training, wellness, body composition and outreach programs.
2. Assist with recruiting, hiring, training, supervising, evaluating, and scheduling F&W team.
3. Facilitate training, mentoring and continuing education opportunities for F&W team.
4. Organize and lead monthly meetings for personal trainers, fitness monitors, & group fitness instructors.
5. Supervise, mentor, and plan biweekly meetings for the F&W area managers.
6. Log F&W payroll biweekly and complete financial reports for F&W programs and events each month.
7. Keep updated records on the F&W team for CPR/AED, First Aid and job specific certifications.
8. Assist in the implementation and planning of special events and outreach programs.
9. Prepare marketing requests for promotional material across the campus community including print and social media.
10. Input and update information on the departmental website.
11. Substitute teach and instruct group exercises classes as needed.
12. Maintain and uphold the standards set forth in the Recreational Sports and F&W staff manuals.
13. Work cooperatively with other Recreational Sports staff members and assist with departmental special events as needed.
14. Complete other duties as assigned.

QUALIFICATIONS:

1. Bachelor’s Degree required, preferably in Exercise Science, Kinesiology or related field.
2. Two years’ experience in a Recreational Sports program preferred
3. Acceptance into a graduate program at the University of Georgia.
4. Hold current American Red Cross CPR/AED and First Aid certifications.
5. Possess a current nationally recognized personal training and/or group fitness certification (i.e., ACSM, NASM, ACE, NSCA, AFFA).
Thank you for your interest in being a graduate assistant in the Department of Recreational Sports at the University of Georgia. Please make sure that you submit your application and corresponding materials via our [online application form](http://grad.uga.edu/). Thanks and Go Dawgs!

Please be aware that offers for assistantship positions are contingent upon acceptance into the University Graduate School and the specific degree program you are applying for. Varying deadlines exist for all applications and it is the responsibility of the applicant to beware of these and apply accordingly.

Deadline to apply to the Graduate School is July 1, 2017 for domestic applicants to start classes for the Fall 2017 semester. However, specific graduate programs have separate AND earlier deadlines (see below). Applicants MUST be accepted into the Graduate School before they can be accepted into the degree program of their choice. [http://grad.uga.edu/](http://grad.uga.edu/)

**Common graduate programs that other Rec Sports graduate assistants have been enrolled in:**

- Foods and Nutrition in the College of Family and Consumer Science: [http://www.fcs.uga.edu/college/ms-programs](http://www.fcs.uga.edu/college/ms-programs)
- Exercise Science, Sport Management and Policy, or Physical Education in the Department of Kinesiology: [http://www.coe.uga.edu/academics/degrees/ms/kinesiology](http://www.coe.uga.edu/academics/degrees/ms/kinesiology)
- Higher Education Administration in the Institute for Higher Education: [http://ihe.uga.edu/graduate-programs/med](http://ihe.uga.edu/graduate-programs/med)
- Master of Public Health in the College of Public Health: [http://www.publichealth.uga.edu/academics/mph](http://www.publichealth.uga.edu/academics/mph)

There are many graduate degree programs offered at the University of Georgia. If you have questions, please feel free to contact us at recsports@uga.edu.