

Binghamton University – Campus Recreational Services Graduate Assistantship –Fitness/Wellness

The Department of Campus Recreational Services operates under the Division of Student Affairs and offers a multi-faceted program that is designed to encourage positive lifestyle choices and promote lifelong learning through both wellness and physical activity for Binghamton University students, faculty and staff. The Graduate Assistant (GA) must be a positive player on the CRS team of student and professional staff members.

This position will be part of the Fitness/Wellness team of three professional staff and approximately fifty (50) undergraduate workers reporting to the Assistant Director of Fitness/Wellness. The Fitness/Wellness program serves over 5,000 fitness members, as well as group exercise participants, personal training clients, and students enrolled in non-credited wellness activities. The GA for Fitness/Wellness will assist with the administration and supervision of the fitness center, group fitness program, equipment, programming and staff.

Description of Duties:

- Assist with management and scheduling of the fitness center and group fitness programs
- Assist with the recruiting, hiring, training, supervision, scheduling, and evaluation of approximately 80 student employees
- Oversee FitSpace & Group Fitness staff files including Behavioral Standards, OSHA paperwork and certifications
- Manage equipment maintenance logs and records, inventory, and assist with recommendations on equipment purchases
- Maintain daily, weekly, and monthly records of patron participation for year-end reports
- Be proficient in all emergency procedures, as well as facility policies and procedures
- Responsible for covering shifts in fitness center, or subbing group fitness classes when needed
- Assist with fitness related workshops and events
- Assist with in-services; assessing needs, setting up dates and scheduling
- Process personal training purchases, keeping record of all personal training appointments
- Serve as professional staff representative (rotating nights and weekends) on duty for overall management and supervision of FitSpace, Group Fitness and all Campus Recreational Services staff, programs, and facilities as needed
- Attend all Campus Recreational Services staff meetings and/or training sessions, as required
- Some occasional physical labor may be required (moving heavy objects or machinery, lifting weights/plates, & cleaning)

Qualifications:

Candidates must be accepted into a Binghamton University graduate program for the 2019-2020 academic year. Candidates with an undergraduate degree in exercise science/physiology, health science or physical education are preferred. National certification in personal training or group fitness is required. Experience in instructing fitness classes (group or small group) is preferred. Previous experience with Campus Recreational Services programs is preferred. Previous supervisory experience or proven history of strong leadership and problem solving is required. Strong written, oral communication and administrative skills required. Computer proficiency in MS Office, Excel and email applications is required. Candidates must have or be willing to attain certification in CPR/AED and First Aid.

Stipend:

This assistantship includes a base stipend for the academic year of \$10,000 paid biweekly. This position is represented by the Graduate Student Employees Union (GSEU) and the stipend includes all potential union-negotiated raises applicable for the academic year. Twenty hours of work per week is expected. The successful candidate may also have opportunities to earn certifications and/or attend applicable conferences, contingent upon satisfactory performance and evaluation. Anticipated start date August 5, 2019. Anticipated end date is May 15, 2020.

TO APPLY: Interested candidates should submit the general application on the Student Affairs website. Questions related to this position should be directed to Susan Williams at williams@binghamton.edu. Please indicate that you are applying for the Fitness position. Applications accepted through Friday, March 29, 2019.