

Graduate Assistant is responsible for assisting the Fitness Coordinator in developing and organizing a comprehensive group fitness and instructional program that serves a diverse university community of 21,000 students, faculty, and staff. This includes but is not limited to the recruitment and training of group fitness instructors, program and instructor evaluation, supervision of instructors, data management and marketing of fitness programs as well as assisting in the supervision of facilities. The position will begin Fall 2020.

**Responsibilities include but are not limited to:**

- Assist with managing, creating, and evaluating a comprehensive schedule of group fitness classes including aerobics, water aerobics, strength, dance, and yoga classes.
- Assist with the recruitment, hiring, training, supervision, scheduling, and evaluation of group fitness instructors.
- Assist with the daily and monthly tracking of group fitness participation.
- Assist with the development of instructional programs and special events that will enhance the fitness and recreational experience of WKU faculty, staff, and student members.
- Assist with developing marketing and promotion materials for group fitness and instructional programs.
- Assist with the maintenance and inventory of equipment in the dance studio and multipurpose room.
- Serve as an active part of the group fitness schedule (regular and substitute instructor).
- Maintain an accurate record of staff CPR/AED certifications and risk management training.
- Maintain the group fitness and instructional program portion of the departmental website.
- Serve as a presenter for various academic classes and promotional programs.
- Assist with walk-in and lab services, office coverage, appointment scheduling, and answering phones when needed.
- Adhere to daily office hours.
- Serve as professional staff (rotating weekends) on duty for overall management and supervision of all staff, programs, and recreational sports facilities including opening and closing the facility and managing customer-related issues and emergencies.
- Assist full-time staff in presentation of various in-service programs and departmental special events.
- Performing other duties as assigned.

**Preferred Position Qualifications:**

- Possess a current CPR, AED, and First Aid Certification.
- A group fitness instructor or personal training certification from a nationally recognized fitness organization (AFAA, ACE, NSCA, ACSM).
- Experience teaching group fitness classes, personal training, and or administering fitness assessment services (body composition assessment, fitness assessment, etc.).
- Excellent communicator.
- Willingness to work as a productive team member.
- A strong desire to learn and grow as a health and fitness professional.

## **Graduate School Requirements:**

- Bachelor's Degree from an accredited four year institution.
- Graduate admission requirements vary by program.
- Must be enrolled on a full-time basis (minimum 9 hours per semester) to receive graduate assistantship, stipend, and tuition waivers.

## **Stipend and Tuition:**

- \$9,500 Stipend (August – May)
- Out of State Tuition Waived
- Full Tuition Waiver (6 hours during the fall and spring semesters)
- Health Insurance (if needed)
- \$1,000 professional development (upon request and approval)
- Summer employment available

**Graduate Assistant Training begins August 3, 2020.**

## **Commitment:**

- 2 Year Appointment

**To apply, send a cover letter, resume, and two professional letters of recommendations to:**

## **Contact:**

Christina Sorentino  
Fitness Coordinator  
Campus Recreation and Wellness  
Western Kentucky University  
Preston Health & Activities Center  
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