

# **SIUE GRADUATE ASSISTANTSHIP ANNOUNCEMENT**

**TITLE/RANK** Graduate Assistant – Campus Recreation (Fitness Operations & Student Development)

**JOB DESCRIPTION:** Under the direction of the Fitness Coordinator, the Graduate Assistant (Fitness Operations and Student Development) is responsible for providing assistance in the coordination, guidance, supervision, and direction of informal fitness operations. This includes assisting in developing schedules, hiring, training, supervising, evaluating up to 25 fitness attendants and maintaining and troubleshooting equipment in the main facility and six satellite facilities. Equipment includes cardio, selectorized strength, plate loaded, free weights and racks/platforms. The Graduate Assistant will assist with hiring, training and development opportunities for all Campus Recreation Student Employees; this includes tracking potential employees, new employee orientations, annual trainings, employee appreciation events and incentive and deficiency processes. Additional responsibilities include special event support and some administrative duties. A combined workload of an average of 20 hours per week is expected; some early morning, evening and weekend work is required.

**TERM OF CONTRACT:** Semester by semester, starting in August, with the possibility for summer employment and contract renewal. Contract renewal is anticipated throughout the course of the academic degree program in which the graduate assistant is enrolled.

**COMPENSATION:** Full in/out of state tuition waiver plus a stipend of \$1,167.20 per month for the first year and a longevity bonus to \$1230.40 per month in the second year. Employee is responsible for student fees. Per Internal Revenue Service regulations (IRC 127), federal taxes will be withheld on tuition waiver amounts exceeding \$5,250 in the calendar year (January-December). Professional development opportunities will also be supported within available funding.

**QUALIFICATIONS:** Assistantships are awarded on a competitive basis. The applicant should demonstrate a strong work ethic, adhere to professional standards and values and be an effective communicator that possesses good interpersonal skills. The person should have significant knowledge and experience in recreation operations. A Bachelor's degree is required in recreation, exercise science, communications, management or other related field. Prior management experience is preferred.

**CLOSING DATE FOR APPLICATIONS:** Applicants are encouraged to apply early as position(s) will close once they are filled. Review of applicants is ongoing. Phone, online and/or in-person interviews may be conducted prior to the closing date.

**SUBMIT COVER LETTER, RESUME, UNOFFICIAL TRANSCRIPT(S), AND LIST OF THREE CURRENT REFERENCES WITH CONTACT INFORMATION TO:**

Southern Illinois University Edwardsville  
Attn: Dave Hagedorn, Assistant Director  
Campus Box 1157  
Edwardsville, IL 62026  
Email: [dhagedo@siue.edu](mailto:dhagedo@siue.edu)

An Affirmative Action employer, SIUE offers equal employment opportunity without regard to race, color, creed, or religion, age, sex, national origin, or disability. Benefits under state-sponsored plans may not be available to holders of F1 or J1 visas.

## **Southern Illinois University Edwardsville**

### **Student Affairs Campus Recreation**

#### **POSITION DESCRIPTION & JOB ANALYSIS**

**Title/Rank:** Graduate Assistant (Fitness Operations & Student Development)

**Purpose:**

Provide assistance in the coordination, guidance, supervision, and direction of the informal fitness component of the Campus Recreation program. Oversee operations related to fitness floor operations and staffing, maintains and troubleshoots fitness equipment, provides exercise related guidance, and assists in hiring and development processes for all Campus Recreation employees including, applicant tracking, training, incentive and deficiency, and appreciation events. Assist with Campus Recreation programs and special events.

**Organizational Relationship:**

The Graduate Student (Fitness Operations & Student Development) reports to the Fitness Operations and Student Development Coordinator, then to the Assistant Director of Campus Recreation, who reports to the Director of Campus Recreation, who reports to the Associate Vice Chancellor of Student Affairs and then the Vice Chancellor of Student Affairs.

**Duties and Responsibilities:**

1. Assist in supervision of 18-25 Fitness Attendants including hiring, training, scheduling, evaluating, and developing.
2. Assist in oversight of informal fitness operations to include personnel management/leadership, payroll verification, risk management and working with service providers and vendors.
3. Teach and provide proper instruction on the safe and effective use of weight training and cardiovascular equipment to fitness attendants and facility members.
4. Inspect fitness areas and equipment on a scheduled periodic basis, and submit necessary inventory and inspection reports along with requests for equipment repair, maintenance and replacement.
5. Assist in oversight of preventative maintenance operations and staffing to ensure safety of equipment in main facility as well as six satellite facilities.
6. Ensure the safety of fitness floor practices through appropriate risk management procedures.
7. Assist in the administration of a staff training and development system for all Campus Recreation student employees to ensure proper training on all necessary competencies.
8. Assist in tracking new applicants, hiring processes and the scheduling and instruction of the new employee orientation and annual trainings for all Camps Recreation student employees.

9. Assist with Blackboard communication software administration including updating manuals and information and continuing to build resources for all Campus Recreation student employees.
10. Maintain, educate and enforce procedures and guidelines as appropriate.
11. Assume a lead role in the administration of the SIUE CREC Connect student employee morale program that designs and coordinates social and play opportunities for student employees in order to enhance morale and connectedness.
12. Provide accurate information to facility patrons regarding all services available within the facility.
13. Obtain and maintain current CPR/AED certification.
14. Provide assistance with department sponsored special events at supervisor discretion.
15. Assist in the management of the overall facility as a facility supervisor and in a backup capacity to open or close the Student Fitness Center when needed.
16. Participate in professional development activities including on and off campus opportunities.
17. Early mornings, evenings and weekends in addition to special projects as assigned/required.
18. Perform other related duties as assigned.

### **Knowledge Required for Position**

The Graduate Assistant (Fitness Operations & Student Development) must have a complete understanding of the Student Affairs philosophy as it relates to the provision of recreational and leisure services to a university community. The Graduate Assistant must possess strong oral and written communication skills, knowledge of the recreation profession, and supervisory skills. The Graduate Assistant must possess a strong work ethic and have desire to grow their skills, abilities, and experiences within fitness and/or recreation. A Bachelor's Degree in Exercise Physiology, Kinesiology, Recreation, College Student Personnel Administration or closely related field is required. A thorough knowledge fitness equipment and/or personal training instruction and techniques is preferred.

### **Responsibilities:**

The Graduate Assistant (Fitness Operations & Student Development) has responsibility for providing a safe, friendly and cordial environment for facility patrons who utilize participate in informal fitness. The position requires that the Graduate Assistant be instrumental in all areas of fitness operations and student development and act as a role model and leader for the student staff.

### **Instruction**

The Graduate Assistant has responsibility for proper, safe and effective instruction provided to facility members and guests who may use exercise equipment. Instruction may be direct or through the use of student personnel. Additionally, the Graduate Assistant will provide instruction to all new student employees and assist in the instruction of student staff at other required training sessions.

## **Supervisory**

The Graduate Assistant has responsibility for the supervision of the fitness operations and staff specific to two Fitness and Strength rooms, Free Weight Room, which includes four Olympic lifting platforms, six satellite fitness facilities and Fitness Attendant and Satellite Attendant student staff. Additional supervisory opportunities occur during onboarding of new staff and staff trainings.

## **Guidelines**

The Graduate Assistant must adhere to all established University Policies and Procedures; adhere to all Civil Service and Professional Staff regulations and the provision of negotiated and approved labor contracts, and adhere to and enforce all approved policies and procedures of Campus Recreation.

## **Scope and Effect**

The Graduate Assistant plays an important role in the total administration of the fitness operations and personal and professional development of the student staff of Campus Recreation. These components have a direct effect on the safety, education and health of University students, faculty, and staff; as well as their family members and members of the surrounding community.

## **Relationships:**

The operation of services provided by Campus Recreation requires that the Graduate Assistant maintain daily contact with students, faculty, staff, administrators, alumni, family, and community members. This person must work well with administrators, professionals and student staff, as well as the facility members we serve.

## **Purpose**

The purpose of the contact is to insure the delivery of quality leisure and fitness services across the spectrum of the University community.

## **Environmental Demands:**

### **Physical Requirements**

The position requires a specific level of physical fitness. The person needs a level of fitness necessary to assist in moving fitness equipment on a semi-regular basis. Heavy lifting may be required; person should be able to lift at least 50 pounds without concern and feel confident being able to assist in moving around fitness equipment as needed. Programs may require supervision during inclement weather. Evening and some weekend work is required to maintain adequate contact with student employees and Student Fitness Center members.

### **Work Environment**

The work environment is professional and pleasant. Responsibilities require that the Graduate Assistant be able to work with frequent interruptions in a fast-paced professional environment, and must be able to work under pressure.