

## **Graduate Assistant of Fitness**

### **JOB DESCRIPTION**

#### *POSITION SUMMARY*

The Graduate Assistant of Fitness is responsible for assisting in the day-to-day operations and management of Fitness and Wellness Services at UAB University Recreation. This position will work closely with the Assistant Director of Fitness to develop, design, and maintain fitness offerings that speak to and encourage a healthier lifestyle.

### **WAGES**

\$12 hour (Up to \$9,000 over the course of 9 months) + Up to \$4,000 in Tuition Remission per semester.

#### *ESSENTIAL FUNCTIONS*

The Graduate Assistant will be integrally involved in all facets of Fitness programming for the department. Responsibilities include, but are not limited to

- Assist in managing a comprehensive Fitness and Wellness program that offers Student and Alumni/Employee focused opportunities.
- Assist with the development and coordination of fitness special events, instructional programs, fitness services, and class formats.
- Meet with members and prospects for consultations, strategy sessions, orientations, assessments, sales conversations, and follow-ups.
- Teaching group fitness classes and/or personal training as needed.
- Presenting on health and fitness promoting topics at various speaking opportunities.
- Creating and implementing surveys and initiating follow up and sales conversations with members.
- Participate in developing and implementing nationally recognized health and fitness certifications.
- Oversee fitness equipment inventory and management and facility programming areas.
- Collaborate with other University Recreation team members and assist with department events as needed.
- Attend all office, staff and department meetings as scheduled.
- Assist in maintaining updated facility and program staff manuals.
- Involvement in professional development opportunities.
- Other duties may be assigned as deemed necessary by the department.

#### *SUPERVISORY RESPONSIBILITIES*

- Recruit, hire, train, evaluate, and oversee the fitness staff including but not limited to personal trainers, group fitness instructors, fitness attendants.
- Assist in conducting and planning team member meetings and development sessions.
- Lead and inspire the fitness staff to offer a premium value-based service to all members with the intention that better is better.

### **ACQUIRED SKILLS**

As a result of working as a Summer Camp Counselor, the student employee will have the opportunity to acquire and to improve communication, conflict management, teamwork, leadership, adaptability, and customer service skills.

### **STUDENT LEARNING OUTCOMES**

- As a result of working for University Recreation, student employees will develop a sense of community by building relationships through effective communication and teamwork to foster resiliency.
- As a result of working for University Recreation, student employees will be able to demonstrate decision making and problem-solving skills acquired through trainings, experiences, and evaluations.
- As a result of working for University Recreation, student employees will be able to demonstrate professionalism by holding themselves and their coworkers accountable.
- As a result of working for University Recreation, student employees will be given opportunities for professional development to prepare them for future career.

### **JOB REQUIREMENTS**

#### **QUALIFICATIONS – EDUCATION AND EXPERIENCE**

*[The requirements listed below are representative of the minimum education and/or hands-on experience necessary to perform each essential responsibility.]*

- Applicants must qualify for admission to the [UAB Graduate School](#).
- Bachelor's degree in Exercise Science, Physical Education, Recreation, or related field required.
- Appropriate nationally recognized certification(s) (AFAA, ACE, NASM, NSCA, ACSM) preferred.
- One year of demonstrated fitness experience preferably in a university or scholastic setting.
- Possess and maintain a current American Red Cross CPR/AED/First Aid Certification or willingness to obtain.
- Experience working in a team environment that requires, strong communication and presentation skills.
- Leadership and supervisory abilities.
- Analytical skills to identify problems, assess alternatives, and render consistent, logical decisions that are solution oriented.
- Experience in group fitness and/or personal training is highly recommended.
- Enthusiasm, comprehension of branding, fitness marketing, social media, sales, and tech systems preferred.
- All candidates should have an interest in fitness, wellness, recreation, or public health as a career.

## **REQUIRED SKILLS & ABILITIES**

*[The competencies listed below are representative of the knowledge, skills, and/or abilities required to perform each essential function.]*

- Analytical skills to identify problems, assess alternatives, and render consistent logical decisions.
- Strong working knowledge of operational procedures and standard practices used in the successful management of arena facilities.
- Excellent communication, collaboration, and delegation skills.
- Excellent organizational skills and attention to detail
- Ability to motivate and lead employees and hold them accountable.
- Entrepreneurial/creative spirit and enthusiasm.
- Ability to thrive in an environment that values high expectations, and accountability.
- Ability to prioritize and meet deadlines.

## **COMPETENCIES**

### **TECHNICAL COMPETENCIES**

- Proficiency with Microsoft Office and open to learning other related software.

### **PROFESSIONAL COMPETENCIES**

- Adaptable
- Motivated & ambitious
- Planning & project management
- Decision making & judgment.
- Business acumen
- Diversity awareness
- Integrity
- Long-term focus
- Organizational learning
- Change management.

### **WORK ENVIRONMENT**

- Office environment/fitness center environment
- Non-smoking
- Moderate to loud noise
- Evening or weekend work as required.

### **PHYSICAL DEMANDS**

- Must be able to remain in a stationary position 50% of the day.
- Constantly operates a computer and other office equipment.
- Must be able to discuss, converse with, and exchange accurate information with recreation patrons, staff, stakeholders, etc.