Graduate Assistant, Fitness & Wellness (2)
Campus Recreation
Northern Illinois University

Campus Recreation: The department of Campus Recreation is located at NIU’s Student Recreation Center at the crossroads of Annie Glidden and Lucinda roads. The Campus Recreation department offers a comprehensive recreation program and services for the campus community featuring Intramural Sports, Fitness, Wellness, Open Recreation, Outdoor Adventure, and Sport Club activities.

Department Mission: Campus Recreation supports personal and academic success by providing outstanding recreation and educational experiences that are inclusive, stimulating, and encourage a lifelong pursuit of wellness. The department fosters community cohesiveness by facilitating opportunities for engagement, leadership, development, and collaboration.

Student Affairs Mission: The Division of Student Affairs supports student academic and personal success through strategic recruitment and retention initiatives. The division makes efforts to ensure student welfare and provide opportunities for engagement, leadership and services that promote persistence through the collegiate experience in preparation for the entirety of their lives.

The Position: This full-time (20-hour/week) Graduate Assistant will report to the Campus Recreation Coordinator for Fitness & Wellness. The successful candidate will be responsible for assisting in the overall administration and management of the Fitness and Wellness program (group fitness classes, personal training, nutrition services, and four cardio/free-weight rooms) including staff training, program development, risk management, supervision, assessment, and marketing. This position has the possibility of leading one or more areas of Fitness & Wellness including Group Fitness, Personal Training and Fitness Assistants. This staff member may focus on the oversight of fitness rooms, lead Group Fitness classes and take on Personal Training clients.

Responsibilities:
- **Written Communication:** Develop and maintain communication mechanisms for staff and patrons related to the Fitness & Wellness program and the use of recreation facilities which includes a written employee manual and patron policies.
- **Oral Communication:** Provide clear and concise instructions to staff and participants including policy and procedures review, equipment requirements, planning and preparation, etc.
- **Program Development/Implementation/Evaluation:** Assist in program development, implementation, and evaluation of Fitness & Wellness activities. Identify new activities to enhance the overall program and encourage participation. Assist in the oversight of facility operations including inventory control, work order management, and building maintenance.
- **Collaboration:** Serve on department, division, or campus-wide committees, as assigned.
- **Teamwork/building:** Attend and participate in regular meetings such as full-staff meetings, student staff meetings, emergency response training and Student Leadership Team meetings. Develop and maintain team building exercises and events for student staff.
• **Leadership**: Provide leadership within Recreation Services by providing support to student staff, the Assistant Director of Fitness and Wellness, and the other graduate and full-time staff. Participation in professional conferences, workshops, and other developmental opportunities.

• **Creativity**: Assist in market development and implementation for the promotion of fitness and wellness activities. Develop new activities and events.

• **Group Facilitation**: Provide on-site supervision and coordination of special events/conferences that promote the Fitness & Wellness program and department.

• **Program Evaluation**: Assist in the development and assessment of participation, program evaluations, learning outcomes, and prepare semester reports that include recommendations for improvement.

• **Assessment/Evaluation**: Assist in developing and assessing participation data, program evaluations, and learning outcomes, and prepare semester reports that include recommendations for improvement.

• **Analytical**: Assist in documenting and maintaining program and personnel information, database management, inventory, and facilitation of personnel payroll.

• **Supervision**: Recruit, hire, train, supervise, schedule, and evaluate Fitness and Wellness personnel.

• **Crisis Management**: Assist in the development, implementation, and oversight of a risk management and emergency response program for all Fitness & Wellness staff. During university closings and when directed by the Vice President of Student Affairs & Enrollment Management, assist in serving as one of the staff members to be present to carry out the essential services plan including oversight of Recreation and/or University programs and services.

• **Organizational/Analytical**: Assist in documenting and maintaining program and personnel information, database management, inventory, and facilitation of personnel payroll.

• **Budgeting**: Assist in budget development (including personnel, equipment purchases and maintenance, and marketing).

• **Research**: Assist in conducting research (i.e., benchmarking, surveys, focus groups etc.) to further develop programs, policies, and procedures and make recommendations for improvements.

• **Other**: Assist in other departmental activities and perform other duties as assigned.

**Requirements:**

• Admitted to NIU’s graduate school and enrolled in a graduate course of study.

• Preference will be given to graduate students pursuing a degree in Kinesiology, Exercise Science, or Physical Education.

• This position is designated as security sensitive. In compliance with the Illinois Campus Security Act, before an offer of employment is made, the university will conduct a pre-employment background investigation, which includes a criminal background check.

• Current certifications in CPR/AED, First Aid, and Blood Borne Pathogens.

**Qualifications:**

• A minimum of two years of Group Fitness instructor or Personal Trainer experience.

• Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds.

• Good organizational skills and ability to work independently.

• Good written and oral communication skills.

• Ability to supervise others and work in a dynamic, changing, and diverse environment.

• Genuine interest in gaining experience and knowledge to enhance skills in chosen career.

**Preferred Qualifications**

• Bachelor’s degree, preferably in Kinesiology, Physical Education, or Recreation.

• Certification in group fitness and/or personal training from a nationally recognized organization (i.e., National Strength and Conditioning Association (NSCA), Aerobics and Fitness Association of America (AFAA), American Council on Exercise (ACE), American College of Sports Medicine (ACSM), National Exercise Trainer Association (NETA), etc.). Financial assistance may be available from the Campus Recreation department.

• Experience recruiting and training group fitness instructors or personal training.
• Experience in performing fitness assessments.
• Knowledge and successful experience working with a variety of group fitness classes and other fitness programs.
• Experience in student employee supervision and evaluation.
• Experience in event and facility management.
• Experience working with diverse student and community groups.
• Experience working in a customer/client environment.
• Knowledge and experience working in a drop-in recreation program or fitness facility.
• Genuine interest in gaining experiences and knowledge to enhance career development in the Fitness & Wellness field in a campus recreation environment.

Compensation includes:
• 12-month, 20 hours per week (except when university closes for holidays)
• Hourly pay at $12.50 per hour (paychecks distributed semi-monthly)
• Start Date: June 1, 2017
• Tuition: Full tuition waiver (excluding student fees, any off campus fees, the cost of books, etc.)
• No housing offered in resident hall and no meal plan.
• Other Benefits: If funds are available, assistance in conference costs.

Contact Information:
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