

**Graduate Assistant, Fitness**

**NIU Recreation**

**Northern Illinois University**

**NIU Recreation**: The department of NIU Recreation’s main facility is located at the Student Recreation Center at the crossroads of Annie Glidden Rd. and Lucinda Rd. in DeKalb, IL. The Recreation department offers a comprehensive recreation program and services for the campus community featuring Intramural Sports, Fitness, Nutrition, Open Recreation, Outdoor Adventures, and Sport Club activities.

**Department Why:** We create conditions for success by facilitating opportunities and building a culture that inspires optimal health and well-being.

**Our Promise:** Have fun. Live well. Feel your best.

**Intercollegiate Athletics Mission:** To inspire and sustain excellence in the P.A.C. principle of “Promoting Athletes to Champions” while developing champions in the classroom, in competition and in life.

**The Position:** Graduate Assistant(s) will report to the NIU Recreation Assistant Director for Fitness. The successful candidate(s) will be responsible for assisting in the overall administration and management of the Fitness program (group fitness classes, personal training, and four cardio/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 programs/services including Group Fitness, Personal Training and Fitness Assistants. The staff member(s) 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 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 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 equipment 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 by providing support to student staff, the Assistant Director of Fitness, 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 and 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 and staff 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 personnel.
* **Crisis Management:** Assist in the development, implementation, and oversight of a risk management and emergency response program for all Fitness staff.
* **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 Recreation department.
* Experience recruiting and training group fitness instructors or personal trainers.
* 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.
* Experience overseeing the fitness floor throughout the facility.
* Involvement in creating and running virtual programming.
* Experience creating content for social media platforms.
* 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 and Wellness field in a university recreation environment.

**Contact Information:**

Joshua Soderstrom, Graduate Assistant-Fitness, NIU Recreation

Northern Illinois University

Student Recreation Center, DeKalb, IL 60115

Phone: 815-753-9421, Email: jsoderstrom1@niu.edu

**Materials:**

To apply send a letter of application, resume, and a list of three current references including names, addresses, e-mail addresses, and phone numbers to: Northern Illinois University, Student Recreation Center, Attn: Joshua Soderstrom, Graduate Assistant-Fitness, DeKalb, IL 60115. Electronic applications must be submitted in Word format to jsoderstrom1@niu.edu. The position is open until filled.

Northern Illinois University is an equal opportunity institution and does not discriminate on the basis of race, color, religion, sex, age, marital status, national origin, disability, or status as a disabled or Vietnam-era veteran. The Constitution and Bylaws of Northern Illinois University afford equal treatment regardless of political views or affiliation, and sexual orientation. NIU recognizes Dual Career issues.

**About NIU:**

Chartered in 1895, NIU is a comprehensive teaching and research institution with a student enrollment of approximately 17,000. Located in one of the most dynamic regions of the country, DeKalb is 65 miles west of Chicago, Illinois. NIU is included in the Doctoral/Research Universities-Extensive category of the Carnegie Foundation for the Advancement of Teaching and is a member of the National Association of State Universities and Land-Grant Colleges. NIU has a diverse student population with 735 international students representing 118 nations. Approximately 3,500 students live on campus in residence halls and apartments. NIU Recreation is a department in the Division of Intercollegiate Athletics. The department offers open recreation, aquatics, group fitness classes, intramurals, sport clubs, outdoor recreation, nutrition counseling, and personal training services. The staff includes 7 full-time professional; 1 part-time professional; 1 full-time support staff, 8 graduate assistants, and interns.