



**Job Title: Graduate Coordinator of Fitness & Wellness, Campus Recreation**

Department: Campus Recreation

Reports to: Assistant Director of Fitness & Wellness

*Position Summary:*

This position will assist with the administrative, operational, and programming duties in the areas of group fitness, personal training, health and well-being promotion, instructional classes, incentive programs, special events and university outreach. The assistantship will include oversight of the fitness instructor, program monitor, personal trainer and fitness intern staff. Additionally, this position will assist with the daily operations of the recreation center group exercise room, programming spaces, and equipment management. The assistantship will provide the student with comprehensive, professional training to further enhance their development in the fitness, wellness, and recreational field.

**Responsibilities:**

- Assist in the development and delivery of diverse programmatic initiatives related to student and employee well-being, group fitness, personal training, health promotion, special events and outreach
- Assist in the integration of a university-wide well-being program that includes collaboration among several departments
- Collaborate with the marketing team to promote all fitness and wellness programs, events, and services
- Assist in the evaluation and assessment of all program offering to ensure programs are meeting the needs of all students
- Lead a minimum of 2 group fitness classes and/or train clients on a weekly basis
- Lead fitness, wellness, and recreation related programs, workshops, and presentations
- Assist in the recruitment, hiring, supervision and evaluation of the group fitness instructors, program monitors, personal trainers and fitness & wellness interns
- Oversee personal training program or group fitness program including staffing, program creation, and evaluation
- Oversee program monitor team including scheduling, development, and evaluation
- Update and develop staff manuals and policies as needed
- Assist with the continued development of instructor, program monitor, personal trainer, and fitness team by leading meetings, trainings, and delivering educational workshops
- Assist with the daily operations of fitness programming including scheduling, finding substitute instructors, upholding all employee policies, and customer service
- Assist with fitness equipment purchasing
- Assist with the daily operations for the Recreation Center group exercise room and programming locations including risk management, equipment preventative maintenance protocols and equipment repair

**Additional Responsibilities for all graduate coordinator positions:**

- Attend bi-weekly Pro Staff meetings
- Ability to work evenings and weekend hours
- Assist with Campus Recreation special events, all campus recreation staff trainings and meetings, and other duties as assigned

- Participate in Campus Recreation committees
- Assist with Open House events and other marketing/outreach of campus recreation programs
- Develop and administer assessments and evaluations
- Attend and actively participate in professional development opportunities
- Lead new student employee hiring sessions
- Work collaboratively with other departments and Graduate Coordinators across campus

DISCLAIMER: This is not an exhaustive list of all responsibilities, requirements, and skills. Employees are required to perform tasks assigned by supervisors and management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change.

#### **Required Job Requirements:**

- Bachelor's degree and acceptance into a [graduate program](#) at Rowan University
- Preferred degree in exercise science, kinesiology, human performance, health education, wellness, or related field
- Valid Driver's License and/or ability to obtain valid Driver's License required
- CPR certification prior to employment is preferred
- Experience working in group fitness and/or personal training programs within a collegiate recreational setting
- Certification from a nationally recognized organization such as ACE, AFAA, ACSM, or NASM
- Experience planning and implementing fitness or wellness programs
- Experience leading group fitness classes and/or experience as a personal trainer is preferred
- Experience supervising student staff is preferred
- Knowledge and experience with desktop publishing and other computer applications in a PC or MAC environment
- Knowledge in working with google drive and microsoft office applications
- Weekend and evening availability
- Strong interpersonal, leadership and communication skills, both verbal and written, are expected
- This position requires someone who is willing to work in a diverse team environment with a focus on continual learning, development and the ability to uphold our quality service standards
- The ability to lift 25 pounds

#### **Compensation/Stipend/Benefits:**

- 20 hours weekly, 12-month commitment (summers increase to 25 hrs weekly) beginning July 5, 2022, but could start earlier
- \$13,500 stipend and full tuition waiver for full-time enrollment (in and out of state)
  - Renewal of your Graduate Coordinator contract is contingent upon your work and academic performance
  - 2nd year staff may not get the full stipend if they leave the department prior to end of commitment
- Full funding of tuition is up to 36 credit hours over 2 academic years
  - Funding beyond 36 credit hours will be reviewed and approved by the Director
- On Campus furnished townhouse provided
- Total package worth approximately \$43,000 annually
- \$500 on the [Rowan Card](#) each semester, which can be used for food/books
- Professional development funding potentially available for conferences, workshops, certifications, and is contingent on budget allocation
- Graduate Coordinator is responsible for University fees, books, and health insurance
- Summer class and external employment requests may be made to your direct supervisor for review and approval
- On campus parking permit - Townhouse parking permits are the responsibility of the student

**Application Process:**

For full consideration, a cover letter; resume; and names, phone numbers, and emails of three references should be sent to Katie Huber - Assistant Director of Fitness & Wellness at [huberk@rowan.edu](mailto:huberk@rowan.edu). Questions concerning this position may be emailed or call (856) 256-4903. Information about Rowan Campus Recreation can be found at [www.rowan.edu/rec](http://www.rowan.edu/rec).

**Rowan University Division of Student Life Employment Statement:**

This position is contingent upon availability of funding as approved by the Rowan University Board of Trustees.

In the event of extraordinary circumstances related to the current COVID-19 pandemic, force majeure, or other circumstances beyond the control of the University, this position may be eliminated, an offer may be deferred or rescinded, or the term of employment may be modified.

Applications are reviewed and interviews scheduled on a rolling basis. Offers may be made at any time after a student has been admitted to a graduate program. Candidates will be allowed a reasonable consideration period in order to weigh other graduate program and assistantship offers. We will not insist upon a response to the offer until the Council of Graduate School's April 15th date for responding to offers of financial support.