



WESTERN MICHIGAN UNIVERSITY
University Recreation

Graduate Assistant for Fitness & Wellness Programs

Job Purpose or Summary

University Recreation Graduate Assistants for Fitness & Wellness work cooperatively with the Assistant Director of Fitness & Wellness Programs in the supervision and administration of the Group Fitness, Personal Training and F45 programs. Graduate Assistants will work collaboratively in the areas of program development and implementation to better serve the fitness and wellness needs of our university community.

General Responsibilities

University Recreation Graduate Assistants will:

- Demonstrate applied knowledge and practical skills of Student Recreation Center programs and facility operations.
- Demonstrate professional skills in communication, scheduling, reliability, maintaining office hour for an average of 20-hours per work week.
- Participate in bi-weekly University Recreation department and programming staff meetings.

Specific Responsibilities

University Recreation Graduate Assistants for Fitness, Wellness will assist in the administration of one or more of the following programs: Group Fitness, F45 or Personal Training program.

- Assist in the coordination of instructor auditions/trainer interviews, hiring, training, evaluation, scheduling, and payroll of all Fitness and Wellness staff including: Group Fitness, F45 and Personal Trainers.
- Instruct weekly Group Fitness and F45 classes or maintain Personal Training client load.
- Assist with the implementation of either an eight-week fitness instructor or personal trainer in-house training program.

Minimum Qualifications

- Bachelor's degree from a four-year institution.
- One year of experience teaching or training in one of the following programming areas: Personal Training, Group Fitness, Indoor Cycling, Aqua Aerobics, F45 or Wellness Coaching.
- Possess CPR, AED and First Aid certification or able to obtain in first 30 days.
- Excellent oral and written communication skills, leadership development and the ability to cultivate leadership in others.
- Proficiency in Microsoft programs.

Preferred Qualifications

- Bachelor's degree in a Health and Wellness related field such as, but not limited to, Exercise Science, Sport Management, Dietetics, Physical Education, Athletic Training or Kinesiology.
- Group Fitness and/or Personal Trainer certification through an accredited certifying agency such as, American College of Sport Medicine (ACSM), Aerobics and Fitness Association of America (AFAA), American Council on Exercise (ACE) or National Strength Conditioning Association (NSCA).
- Two or more years of experience as a Personal Trainer or Group Fitness instructor.

For questions, please contact:

Beth Northuis, Assistant Director of Fitness and Wellness Programs
Office: (269) 387-3762 Email: beth.northuis@wmich.edu

Completed application, resume and cover letter should be mailed to:

WMU Student Recreation Center
Attn: Beth Northuis
1903 W. Michigan Avenue
Kalamazoo, MI 49008-5447

****Applications will be accepted until Friday, February 18. Applications can be found**

<https://wmich.edu/rec/about/employment/assistantships>