

Nova Southeastern University

Position Title: Graduate Assistant for Fitness Programs

Center/Department: Student Affairs

Reports: Assistant Director for Fitness

Status: FLSA Non-Exempt_____ FLSA_____ Exempt

Date: December, 2007

Primary Purpose:

The Graduate Assistant for Fitness is a member of the Division of Student Affairs and will plan, create, implement, and evaluate a program, targeting all university populations. Additional duties are outlined as follows.

Essential Job Function:

1. To plan, administer and evaluate comprehensive group exercise program to include aerobics, yoga, and palates, targeted towards students and University Center members.
2. To be active in teaching one or more group exercise classes.
3. To hire, train, evaluate and schedule instructors for group exercise programs.
4. To establish policies and procedures, maintain accurate records, provide current, monthly, and annual participation reports for all group exercise programs.
5. To develop and coordinate in-service training for all group exercise instructors.
6. To maintain and coordinate registration procedures for special group exercise programs such as studio cycling.
7. To create and implement fitness programs for special populations to include children, teens, seniors, pre and post natal, etc.
8. To establish the Recreation Complex as a certification site for fitness instructors offering in-service and continuing education credits for certified personnel and outside community members.

9. To assist with marketing efforts for all programs; to collaborate with appropriate department staff to create promotional materials.
10. To recommend and/or select equipment and supplies to be purchased for all programs.
11. To keep abreast of current research in fitness field; obtain and maintain appropriate certifications allowing for program teaching as needed.
12. To collaborate with the Campus Recreation team on special events and projects.
13. To understand, follow and communicate all department and University risk management policies to employees. Assist in the development of the program's risk management policies.
14. To possess a personal commitment to a fitness lifestyle.
15. To complete other assignments as required.

Marginal Job Function:

1. To assist with facility management.
2. To assist with program development at all NSU Student Education Centers.
3. To do other relevant duties as assigned.

Additional Job Functions:

Nova Southeastern University is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applications or employees with disabilities and will make reasonable accommodations when necessary. The following are abilities and physical requirements for all positions at the University.

1. Ability to orally communicate effectively with others, with or without the use of an interpreter.
2. Ability to communicate effectively in writing, using the English Language, with or without the use of auxiliary aids and services.
3. Ability to work cooperatively with colleagues and supervisory staffs at all levels.
4. May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties.

5. May be required to accomplish job duties using various types of equipment/supplies, to include but not limited to pens, pencils, calculators, computer keyboards, and telephones.
6. May be required to transport oneself to other campus offices, conference rooms and, on occasions, to off-campus sites to attend meetings, conferences, workshops, seminars, etc.

Minimum Qualifications:

1. Master's candidate from an accredited University in a relevant discipline.
2. Experience in the provision of fitness programs, preferably in a university setting
3. AFFA, ACSM, or ACE Aerobic Certification or ability to obtain required.

Compensation:

1. Cash stipend of \$800 per month (paid bi-weekly)
2. On-campus housing option
3. Meal plan allowance
4. NSU Tuition Remission up to \$8,000 per academic year