Recreation & Wellness
Group Exercise & Instructional Programming Graduate Assistant

Purpose
The purpose of the Group Exercise & Instructional Programming Graduate Assistant (GA) is to assist the Fitness & Wellness Director and Fitness & Wellness Coordinator with the administration of the Group Fitness & Instructional Programs for Old Dominion University.

Responsibilities
The general responsibilities of the GA will include, but not be limited to:
- Recruit, hire, train, supervise, schedule, and evaluate Group Exercise & Small Group Training Instructors.
- Coordination and scheduling of Group Exercise/Small Group Training programming.
- Supervision of Fitness & Wellness Student Staff, specifically instructional staff.
- Assist with and Implement Fitness & Wellness special events.
- Develop and manage policies and procedures for Fitness & Wellness Staff.
- Serves as an official representative of the Recreation & Wellness Department.
- Assist with implementation of other duties assigned.

Skills
The GA will possess these qualities/skills:
- Work experience in area of Exercise Science, Health Promotion or related field.
- Work experience with group exercise and wellness programming
- A strong background in exercise programming and modification.
- American College of Sports Medicine, Aerobics and Fitness Association of America, National Strength and Conditioning Association or other national certification
- CPR, First Aid, and AED certification
- Possess good written and verbal skills
- Computer proficient with Word, Excel, and Publisher

Knowledge and skills derived from experience
The GA will gain or obtain:
- Experience conducting fitness assessments and exercise programming.
- Experience training group exercise instructors.
- Experience supervising a fitness center and staff.
- Experience evaluating programs and employees.
- Experience in budget management and inventory control.
- Experience working with a team of Recreation & Wellness professionals.

Suitable Academic Majors
Exercise Science, Health Promotion, Recreation & Sports, Health & Physical Education or related field.

Hours and Wage
The GA position requires 20 hours per week on an established schedule that fits with the student’s course demands, which will include weekdays, weeknights, weekends, and some holidays. A stipend of $10,000 will be paid over the fall and spring semesters. There is a 61% tuition and fees waiver for eligible out-of-state students. A full tuition waiver will be offered for Ph.D. students. Funding for professional development opportunities is also provided. Summer employment may be available. Employment contract runs August 10, 2019 through May 9, 2020 and maybe renewed based on performance evaluation.
Application Process
Applications will be accepted until the position is filled; however, preference will be given to applications received by February 19, 2019. Please submit a letter of application, resume, three references, current GPA, and GRE score (or date when taking) to the address below.

Applications submitted via bluefishjobs.com will not be reviewed

Mail: Old Dominion University
    Recreation & Wellness
    4700 Powhatan Avenue, Suite 1207
    Norfolk, VA 23529-0200

Email: recwell@odu.edu

NOTE: The application deadline for graduate academic programs may vary; however, the deadline for the Sports Management program is March 1, 2019.

Old Dominion University is an equal opportunity, affirmative action employer and requires compliance with the Immigration Reform Act of 1986.