



**Fitness & Wellness Graduate Assistant  
Student Engagement & Enrollment Services  
Recreation & Wellness**

**Job Summary:** The Fitness & Wellness Graduate Assistant assists the Fitness & Wellness Director and Fitness & Wellness Coordinator with the administration of the Fitness & Wellness programs for Old Dominion University.

**Office Website:** <https://www.odu.edu/recwell>

**Contact:** [recwell@odu.edu](mailto:recwell@odu.edu)

**Duties & Responsibilities:**

- Staff training and evaluation of Fitness Specialists, Personal Trainers and Wellness Specialists
- Assist with program implementation of Monarch Wellness
- Coordination of fitness & wellness programming at the SRC and UFC
- Instruct the Personal Trainer Prep Course
- Develop and manage policies and procedures for Fitness & Wellness Staff
- Serves as an official representative of the Recreation and Wellness Department
- Assist with and implement Fitness & Wellness special events and other duties assigned

**Required Skills/Abilities:**

- Work experience in exercise science, health promotion or related field
- Work experience with personal training, group exercise, and wellness programming
- A strong background in exercise prescription and testing
- American College of Sports Medicine, 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**

- Experience conducting fitness assessments and exercise prescription
- Experience training fitness specialists, and personal trainers
- 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

**Compensation:** A stipend of \$15,000 will be paid over the fall and spring semesters. Out-of-state students will receive a tuition waiver equivalent to in-state tuition.

**Length of Assistantship:** 10 months

