

Fitness & Wellness Graduate Assistant

Student Engagement & Enrollment Services, Recreation & Wellness

Number of Positions: 1

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>

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

For More Information, Please Contact:

Mary Healey, Assistant Director Fitness & Wellness, 1207 Student Recreation Center, 757-683-4607, mhealey@odu.edu

Position Reports to: Mary Healey

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 \$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.

Length of Assistantship: 10 months

How to Apply: If you are able - [Complete this online application!](#) If you cannot click hyperlink, then please visit the following website to complete an online application:

<https://form.jotform.com/203424681891156>

