



**Group Exercise & Instructional Programming Graduate Assistant
Student Engagement & Enrollment Services
Recreation & Wellness**

Job Summary: The Recreation and Wellness Group Exercise & Instructional Programming Graduate Assistant assists the Fitness & Wellness Director and Fitness and Wellness Coordinator with the administration of the Group Fitness & Instructional Programs for Old Dominion University.

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

Contact: recwell@odu.edu

Duties & Responsibilities:

- 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
- Compile statistical information for participation in Group Fitness & Instructional program
- Assist in fitness coverage for Group Fitness program
- Serve as a contributing member to the Recreation and Wellness Department
- Maintain a 3.0 GPA each semester in graduate level classes
- Assist with implementation of other duties assigned

Required Skills/Abilities:

- Educational/work experience in Exercise Science, Health Promotion, or related field
- Work experience with group exercise and wellness programming
- A strong background in exercise programming and modification
- Ability to organize and administer development training courses, new employee orientations, and monthly staff meetings
- Certified instructor from: American College of Sports Medicine (ACSM), Aerobics and Fitness Association of America (AFAA), National Strength and Conditioning Association (NSCA) or other national certification
- CPR, First Aid, and AED certification or the ability to obtain within 30 days of hire
- 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 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 utilizing programmatic and statistical software
- 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

