



Campus Recreation & Wellness

WKU GRADUATE ASSISTANTSHIP: Fitness & Wellness Programs (9-month agreement)

The Graduate Assistant, Fitness & Wellness Programs is responsible for assisting with the development, organization, implementation, management, evaluation, and promotion of CRW fitness and wellness programs for the campus community. This position will be responsible for developing and organizing comprehensive group fitness, personal training, and instructional programs, as well as student wellness programs. This will involve presenting various fitness and wellness topics to the campus community, data management, and collaborating with campus partners. This position reports to the Assistant Director, Fitness & Wellness.

Responsibilities for this position include, but are not limited to:

- Assist with managing, creating, and evaluating a high-quality group fitness schedule
- Assist with the recruitment, hiring, training, supervision, scheduling, and evaluation of group fitness instructors, personal trainers, fitness center staff, student wellness staff, interns, and volunteers
- Implement a mentorship and continuing education process for group fitness instructors, personal trainers, fitness center staff, and student wellness staff
- Serve as an active part of the group fitness schedule (regular and substitute instructor)
- Assist with the daily and monthly tracking of group fitness and student wellness program participation
- Create and conduct interactive fitness and wellness presentations that reflect current health and fitness trends and topics
- Update and implement instructor training, staff manuals, and risk management training
- Provide input and assist in the development and implementation of health promotion programs, instructional programs, and events that will enhance the fitness and wellness experience of the WKU community
- Assist with the organization of marketing efforts for fitness and wellness programming
- Assist with the development and implementation of a marketing plan for the student wellness incentive program, WellU®
- Assist with the creation, distribution & evaluation of wellness information through publications, media, and presentations
- Assist with the organization and inventory of the Student Wellness Suite, training room, storage room, dance studio equipment and supply areas
- Work a flexible schedule as needed, including availability for presentations and meetings at night and some weekends

Minimum Qualifications:

- Bachelor's degree (while a specific field is not crucial) in Public Health, Health Education, Health Promotion, Community Health, Exercise Science, Kinesiology, Recreation, Sport Management, or a related field.
- Have a current (or ability to obtain) group fitness instructor or personal training certification from a nationally recognized fitness organization. (AFAA, ACE, NSCA, ACSM).
- Possess current CPR, AED, and First Aid Certification.
- At least one (1) year of related fitness and/or wellness experience

Graduate School Requirements:

- Bachelor's Degree from an accredited four-year institution
- 3.0 Undergraduate GPA is required by the WKU Graduate School for all Graduate Assistants
- Graduate admission requirements vary by program
- Must be enrolled on a full-time basis (minimum 6 hours per semester) to receive assistantship, stipend, and tuition waiver

Physical and Mental Abilities Required:

- Requires maturity, balance, multi-tasking, mental stamina, and the ability to think critically and independently.
- May require lengthy periods of sitting at the computer, attending meetings, or standing for lengthy periods of time conducting presentations or programs.
- May require light lifting of supplies and equipment and potentially for program set up.
- Ability to maintain a balanced perspective on sensitive issues is essential.
- Ability to handle stress and periodic overload in a mature manner is essential to this position.

General Department Job Responsibilities for All Graduate Assistants

- Demonstrate commitment to diversity, equity, and inclusion, and contribute to an inclusive working and learning environment
- Adhere to daily office hours
- Lead department American Red Cross CPR, First Aid, AED certification courses for student staff (CRW to provide instructor certification)
- Attend and engage in professional and All-Student staff meetings/trainings
- Provide oversight of program area in the absence of supervisor
- Work night and weekend hours (as needed)
- Performing other duties as assigned

Compensation and Benefit Package

- ***Tuition Coverage***
 - Full-Tuition Waiver (Up to 9 hours during the fall and spring semesters)
 - Note: Online classes require a distant learning fee, to be covered by graduate assistant
 - If a degree requires summer classes, those classes must be covered by graduate assistant
- ***Stipend***
 - \$10,000 Stipend (August-May)
 - Paid in monthly increments (September-December, January-April)
 - Additional Employment Opportunities
 - Additional employment opportunities are available if desired during the summertime (paid hourly per student staff position rates) for non-GA level positions
 - During non-enrollment periods, there are opportunities to pick up additional hours assisting in student staff positions, paid at an hourly rate
- ***Hourly Work Requirements***
 - 30 hours (week before Fall Semester/Week before Spring Semester)
 - 20 hours (during Fall/Spring semester)
- ***Health Insurance (If needed)***
- ***\$1,000 Professional development allocation upon request and approval***

Condition of Hire

- Contingent upon completing a satisfactory background check
- Must get full acceptance into the WKU Graduate School and Program of choice

Commitment:

- 2 Year Agreement (2nd year contingent upon successful evaluation at the end of year one)

Start Date: Tentatively Monday, July 29th, 2024

- **GA training week:** Tentatively July 29th – August 2nd
- **Preston Center Maintenance Week:** August 5th – 9th
- **All-Student Staff Training Week:** August 12th – 16th
- **WKU Classes Begin:** Monday, August 19th, 2024

Priority deadline for application review: Sunday, March 10th, 2024

To apply, send the following information: Cover letter, resume, and a list of two references to the contact below:
Kathleen Langley, Assistant Director, Fitness & Wellness at kathleen.langley@wku.edu