Clemson University Campus Recreation
Position Description
Fitness and Wellness Graduate Assistant
2016-2017

The Fitness and Wellness Graduate Assistant will be selected through an interview process with the Fitness and Wellness Coordinator, to whom he/she will directly report. Students who apply for this position must be accepted into an on-campus graduate program prior to being hired. This position is **9 months/25 hours per week with a stipend of $10,000** renewable on a yearly basis and is dependent on the maintenance of satisfactory academic standing as well as acceptable performance reviews from the direct supervisor.

This student will represent the Department of Campus Recreation in many capacities and is expected to be professional in his/her conduct. Professional performance of duties, including appearance, language, and attitude, are important qualities in earning the respect of co-workers and subordinates as well as event hosts and participants. Job duties are as follows:

Job Requirements
- Available to work 25 hours per week to include weekday office hours and some occasional weeknight and weekend hours. Schedule to be arranged with the Fitness and Wellness Coordinator.
- Hold at least one group fitness or personal training certification.
- Hold an American Red Cross First Aid, CPR, & AED certification or acquire such certification.
- Significant skill in interpersonal communication, organization, and decision making.

Duties of the Fitness and Wellness Graduate Assistant
- Assist the Fitness and Wellness Coordinator in daily operation and strategic planning of all fitness programs and wellness initiatives.
- Develop the group fitness schedule each semester, coordinate monthly meetings which include personal and professional development as well as continuing education for instructors and trainers, manage personal training clients, and create and implement small group training programs.
- Recruit, train, schedule, manage, and evaluate student staff and 4-5 student interns per year.
- Coordinate, develop, organize, manage, and implement wellness events for the campus community each semester based on the eight dimensions of wellness: Physical, Social, Emotional, Intellectual, Spiritual, Financial, Environmental, and Occupational.
- Coordinate, schedule, organize, and manage a yearly calendar for the Wellness Zone and mobile wellness initiatives.
- Develop and implement program assessments and evaluations.
- Actively promote, market, and recruit participants for Campus Recreation events and programs.
- Collaborate with appropriate on and off-campus partners to provide effective, diverse, and holistic wellness programming.
- Conduct pre-event meetings with event hosts when necessary.
- Maintain fiscal integrity of the Campus Recreation budget, ensuring funds are spent in the best interest of Clemson University students.
- Attend weekly update meetings and bi-weekly Campus Recreation professional staff meetings.
- Actively participate on Campus Recreation committees or other work groups.
- Other job duties as assigned.

Contact: Patricia Figueroa – Fitness and Wellness Coordinator
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