

Graduate Assistant for Fitness RecSports Department The University of Tennessee, Knoxville

Position Duration: July 2024 - June 2025, “at will” position, renewable with option for 2nd year

Number of Work Hours per Week: 50% time, minimum 20 hours per week.

Stipend: \$2,155/month, \$25,868/year - tuition and student fee waiver provided (in or out of state), plus Student Health Insurance.

Summary:

The RecSports Department provides & engages our students & community with holistic recreational experiences that cultivate wellness and the Volunteer Spirit through programs, facilities, services, & employment. The graduate assistant for fitness will assist the fitness program coordinator with administering and supervising fitness programming for students, faculty, and staff with the primary focus areas of group fitness instruction, personal training and strength/cardiovascular training. This position requires some evening and weekend work.

Program Area Responsibilities:

- Assist in planning, supervising, and evaluating a fitness program with the primary focus on group fitness instruction, personal training, and wellness.
- Assist in recruiting, hiring, training, supervising, and evaluating student employees involved with group fitness instruction and personal training.
- Assist in maintaining accurate fiscal and student payroll records.
- Assist in maintaining accurate program statistics, accident information and related program assessment documentation
- Assist in inventory control and maintenance of equipment for the Fitness Program area.
- Assist with updating fitness area/program policies and procedures and review of National standards on a yearly basis.
- Required to keep current and maintain memberships and certifications in professional organizations.

Department Specific Responsibilities:

- Assist in planning, coordinating, and supervising programs, activities and special events in RecSports facilities.
- Serve on a host of departmental planning committees.
- Supervisory responsibilities include regular daily office hours.
- Enforce facility policies and procedures consistently to all participants.
- Ensure adherence to departmental safety/risk management procedures.
- Drive UT vehicles upon supervisor's request.
- Work on special projects to help improve the department in serving the university better and help generate and maintain statistical reports.
- Be an engaged staff member of the Division of Student Life
- Perform other duties as assigned by any member of the RecSports professional staff.

Qualifications:

Bachelor's degree in Exercise Science, Kinesiology, Physical Education, Sport Management, or related field with a minimum 3.0 grade point average; Certification from one or more organizations: ACSM, NSCM, NSCA, ACE, AFAA, AAI/ISMA in the areas of group instruction (i.e. Primary Group Instructor, Yoga, Pilates, Cycling, etc.) **and/or** strength training/personal training. Certification in First Aid/CPR/AED. Demonstrated skills/experience in: exercise evaluation and workout program development; programming group exercise and personal training activities; management and supervision of weight-room staff & areas; demonstrated organizational and management skills; strong interpersonal and communication skills are essential as is the ability to work independently; Must have a valid driver's license. Preferred: experience/certification in group and individual instruction and wellness; a desire to work in a fitness related field; NIRSA member. **Candidate must qualify for full**

graduate student status and be accepted/enrolled into The University of Tennessee Graduate School before assistantship begins.

To Apply:

To assure full consideration, a letter of interest summarizing qualifications and relevant experience; resume; copy of undergraduate transcript (unofficial or official); and names, emails, and phone numbers of three references should be submitted to Lauren Lepchenske, Fitness Coordinator, via email llepchen@utk.edu.

Application timeline: Applications will be accepted until the position is filled. Application review process will begin Monday, December 11th.

All qualified applicants will receive equal consideration for employment and admission without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, genetic information, veteran status, and parental status. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the university. Inquiries and charges of violation of Title VI (race, color, and national origin), Title IX (sex), Section 504 (disability), the ADA (disability), the Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity, 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

Revised 10/26/23 JJ