

Position Title: Strength and Conditioning Graduate Assistant

General Information: The **Strength and Conditioning Graduate Assistant** is responsible for collaborating with the Program Director with the training, supervision, and evaluation of the strength and conditioning consultants and personal trainers as well as special event management for the Oak Hammock Fitness Center. The main responsibilities include development of the fitness and wellness programs for the strength and conditioning area and the personal training program while enhancing participant satisfaction in the strength and conditioning area. Perform organizational tasks relating to the strength and conditioning consultants and personal trainers. All Division Graduate Assistants must maintain the minimum academic GPA. This position reports to the Program Director.

Qualifications: Enrollment in the College of Health and Human Performance Graduate degree program is required. Experience in the area of Fitness/Wellness, excellent leadership, fitness training skills, and basic exercise testing is highly recommended. CSCS, ACSM H/FI and/or ACE personal trainer certification preferred.

Regular Duties and Responsibilities:

1. Oversee the daily operation of the strength and conditioning area.
2. Assist in the selection, training, supervision, and evaluation the Strength and Conditioning consultants.
3. Develop fitness and wellness programs for the strength and conditioning and personal training areas.
4. Assist with scheduling the fitness supervisors to ensure coverage of supervision of the strength and conditioning area and personal training appointments.
5. Inspect the Strength and Conditioning room and all equipment to ensure cleanliness and safety; replenish first aid kits.
6. Develop and implement continuing education for the strength and conditioning consultant and personal training staff.
7. Update training and procedures manuals; develop exercise and wellness handouts.
8. Coordinate special events to promote the Oak Hammock Fitness Center and the College of Health and Human Performance.
9. Submit detailed semester reports to the Program Director.
10. Assist in the budgeting and tracking of supplies and equipment.

Periodic Duties and Responsibilities:

1. Review risk management and emergency procedures established by the College of Health and Human Performance.
2. Complete other assignments as deemed necessary by the Program Director or Program Assistant.
3. Maintain current certification in adult CPR, AED and First Aid. Ensure that all the strength and conditioning consultants and personal trainers certifications are current.
4. Represent the Oak Hammock Fitness Center and the College of Health and Human Performance in a professional manner through appearance, attitude, and cooperation with patrons and peers.
5. Assist in developing annual budget recommendations, fee rates, and statistical reports.
6. Maintain, or acquire within the first year, professional certifications.
7. Attend all staff meetings and trainings.
8. Represent the Oak Hammock Fitness Center and the College of Health and Human Performance on an as-needed basis.