

Graduate Assistant for Fitness

The Graduate Assistant (GA) for Fitness reports to the Assistant Director of Fitness at the Recreation and Wellness Center. The GA is responsible for implementing policies and procedures, which contribute to the development of a safe, professionally managed, and well-organized fitness program. The GA will serve as a member of the fitness program leadership team and will be responsible for assisting professional staff in the management of a variety of fitness programs including group fitness, personal training and fitness special events. In addition, the Fitness GA will contribute to supervising fitness facility staff as well as carrying out risk management initiatives. The GA will assist in all areas of the RWC fitness program, with direct oversight of programs and student staff in areas of focus and expertise. A focus on positive customer service and student development is expected in all aspects of the program.

Duties and Responsibilities:

- Maintain daily office hours and scheduled supervision hours
- Work scheduled shifts in areas of fitness expertise, certification, and specialization
- Interview/audition, hire, train, schedule and evaluate fitness student staff members
- Directly supervise undergraduate fitness leads and provide direction for program operations
- Develop and lead training for group fitness instructors and/or personal trainers
- Manage fitness program promotion, registration and scheduling of activities, sessions, and events
- Plan, develop and conduct student staff monthly meetings
- Update and review necessary manuals ensuring policies and procedures are accurate and assist in all risk management procedures
- Provide ongoing evaluation, feedback, and assessment of the fitness programs including formal staff evaluations and event reports
- Assist with the purchase, planning and tracking of fitness equipment and facility maintenance
- Attend fitness events and serve as a positive role model for staff and participants
- Work as a contributing member of the fitness program staff towards the accomplishment of program and departmental objectives
- Serve as an instructor of RWC offered CPR/AED and FA courses
- Serve on RWC committees and participate in GA development program

Preferred Work Experience and Requirements:

- Bachelor's Degree in an appropriate area of specialization
- Current fitness certification in Group Fitness and/or Personal Training from a nationally accredited organization
- American Red Cross CPR and First Aid certification
- Excellent oral and written communication skills
- Supervisory experience with students, staff and / or participants
- Must obtain CPR/AED/ First Aid instructor certification through department in first semester
- Must obtain Florida Driver's License within 30 days of employment

Compensation and Tuition Support:

- Stipend: \$15,600 for fall and spring. Additional employment expected during the summer between academic years of assistantship (additional stipend of \$4,800 for a total of \$20,400 for the first academic year).
- Period of Employment: August 10 - May 7 (36 weeks). Includes 2 paid weeks off during winter break and 1 paid week off in spring. Additional 5 days of paid time off. Summer period of employment in first year of assistantship is May 17 – August 6th (12 weeks) with one week off prior to Fall.
- Tuition support: Waiver of 100% tuition (in-state and out-of-state) for all semesters of full enrollment, based on 9 credit hours of enrollment in Fall & Spring and 6 in summer. Student is responsible for additional fees not covered by tuition (i.e. Health Fee, Technology Fee, Athletic Fee, Activity and Service Fee, etc.)
- Includes university health insurance plan

Application Procedure:

Please send a letter of interest, resume, and list of references. Applications **must include current undergraduate GPA** or will be considered incomplete. All GA Candidates must successfully pass a criminal background screening and disclose information in compliance with the Fair Credit Reporting Act. Applicants should submit all materials by **December 1st**.

Candidates should apply for the position via e-mail to Aliyah Valdez at Aliyah.Valdez@ucf.edu

Academic Application Procedure:

GA's are encouraged to consider preferred academic programs which align most closely with our positions:

[Kinesiology](#)– Fall Application Deadline – January 15th (Priority) – Final – July 1st.

[Educational Leadership / Higher Education / Student Personnel](#) – Fall Application Deadline – July 1st

[Sport Business Management](#)* – Fall Application Deadline – February 1st. – Requires a competitive GRE or GMAT score

Candidates considering other graduate programs at UCF must share this information with their application materials. Tuition support offered will only waive tuition for graduate programs with [a standard graduate tuition rate](#). Programs with tuition differential or market rate tuition are not covered by the waiver, and excess costs are the responsibility of the student.

Candidates are not required to apply to academic programs prior to the GA deadline, however, offers of employment are conditional upon application and acceptance into a full-time graduate program at the University of Central Florida.

Please note that UCF requires a minimum 3.0 GPA for undergraduates, and we will not be able to accept applications for candidates with a GPA below the minimum. Application requirements and test scores for graduate programs vary. For GA candidates who are interested in a program that requires a competitive GRE or GMAT score, please supply your test results if applicable with your application.

**Candidates who are admitted to the Sport Business Management Masters program will be employed by the academic program and placed with the Recreation and Wellness Center. Certain conditions of the stipend and assistantship may vary from RWC assistantships*