Position Title: Graduate Assistant for the Instructional Fitness/Leisure Program

Reports to: Dana Foster, Instructional Fitness Coordinator; 319-273-5859; Wellness and Recreation Services, WRC 101, University of Northern Iowa, Cedar Falls, Iowa, 50614-0201 dana.foster@uni.edu

Terms of Employment:
- For the fall semester: 20 hours per week, beginning August 22, 2016 and ending December 16, 2016. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 9, 2017 and ending May 5, 2017. Does not include the week of Spring Break.

Compensation:
- Full assistantship salary for 2016-17 will be $5044 per semester.
- Graduate Assistants may qualify for in-state tuition and fees.
- Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
- For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Position Description:
- Assist with Instructor training (continuing education workshops, new instructor training courses)
- Assist with program brochure and scheduling instructors
- Teach fitness classes, depending on level of training, experience and ability
- Plan, develop, implement and evaluate an incentive or educational program for participants
- Assist with instructor evaluations
- Assist with various administrative duties, customer service needs and daily communication with patrons and staff
- Participate in committee/departmental meetings for purposes of program planning and development
- Develop and implement marketing, promotion, and advertising of programs including, but not limited to, print materials, presentations and use of various types of social media
- Other duties as assigned

Qualifications:
- Must be a full-time, degree seeking student in a UNI graduate program (e.g., Postsecondary Education: Student Affairs; Health Promotion, Leisure/Recreation or other closely related field preferred)
- Must be enrolled in 9 graduate credits each semester of assistantship.
• Maintain a Plan and cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
• Previous experience as a Group Fitness Instructor preferred but willingness to become trained the first semester may be considered.
• Possess strong interpersonal and organizational skills
• Demonstrate evidence of competent writing and oral communication skills
• Demonstrate ability to be self-motivated and to conduct oneself in a highly professional and ethical manner
• A working knowledge of Microsoft Word, Excel, and Power Point
• Ability to communicate effectively with a diverse population
• B.A. in Health Promotion, Exercise Science, Physical Education, Leisure Services or closely related field

Application Process and Deadline: To apply, email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships), a letter of application, resume, and email addresses and telephone numbers of three (3) references to: Timothy Klatt, Associate Director/Recreation, timothy.klatt@uni.edu.

Applications received by April 18, 2016 will be given preferential consideration.