

University of Northern Iowa

Recreation Services

Position Title: Graduate Assistant for the Personal Fitness Program

Reports to: Dana Foster, Personal Fitness Coordinator; 319-273-5859. 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 21, 2017 and ending December 15, 2017. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 8, 2018 and ending May 4, 2018. Does not include the week of Spring Break.

Compensation:

- Full assistantship salary for 2017-18 will be \$5120 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 management of Personal Training program.
- Assist with client intakes, perform body composition analysis and fitness testing.
- Meet one on one with perspective clients to establish goals and review health histories.
- Assist with scheduling Personal Trainers with clients.
- Assist with evaluation of Personal Trainers.
- Assist with marketing of the Personal Training program and Course.
- Assist with workshop instruction, program planning, marketing, promotion and develop social media announcements for the Personal Training program.
- Coach Personal Training clients.
- Assist with the administration of group exercise programs may also be possible.

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.

- Possess strong interpersonal, organization, and analytical skills.
- Demonstrated ability to be self-motivated and to conduct oneself in a highly professional and ethical manner; and will have.
- A working knowledge of Microsoft Word, Excel, Power Point, and Adobe Acrobat Professional.
- Demonstrate evidence of competent writing and oral communication skills.
- B.A./B.S. degree in exercise science, or related field with a strong understanding of anatomy, physiology, biomechanics, exercise prescription, and fitness assessment.
- National Certification in Personal Training in American College of Sports Medicine (ACSM), or National Strength and Conditioning Associations (NSCA) preferred.
- Adult CPR /AED Certification.

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 10, 2017 will be given preferential consideration.