

## **ANNOUNCEMENT OF VACANCY**

**POSITION:** Graduate Assistant for Fitness/Group Exercise; 9-month position; reports to the Assistant Director of Recreational Sports for Fitness; starting date is August 24, 2020.

**RELATION TO EDUCATION PROGRAM:** this Graduate Assistantship will provide the candidate with the comprehensive experience of managing the overall organization and administration of the SUNY Cortland Group Exercise Program. The candidate will work closely with the Assistant Director for Fitness, and be challenged to utilize their knowledge and experience to acquire skills in the following areas: hiring, training, scheduling, supervising and evaluating student Group Exercise Instructors and other student fitness staff. The candidate will have the opportunity to learn through experience by assisting the Assistant Director for Fitness with the day-to-day operations of the cardio and weight training areas in the Student Life Center. In short, this Graduate Assistantship experience will allow the student to gain “hands on” experience directly related and transferrable to the candidate’s educational success. This experience would be exceptionally valuable for an individual seeking a career in the field of Fitness or Campus Recreation.

### **QUALIFICATIONS:**

**REQUIRED:** completed Application Form (access the form at [www.cortland.edu](http://www.cortland.edu), click on Academics, click on Assistantships); current resume; Bachelor's Degree; acceptance into SUNY Cortland graduate program in Exercise Science, Fitness Development, Health, Physical Education, Recreation Management, Sport Management or related field; current certification in CPR/First Aid/AED; and two letters of recommendation with at least one coming from a person familiar with applicant's ability to do graduate work.

**DESIRED:** direct experience working in the fitness field; education or training in group exercise; Group Exercise Instructor certification (ACSM, ACE, AFAA, or other); strong leadership, customer service, decision-making, interpersonal, and organizational skills; ability to work positively with students, faculty and staff; experience in

personnel supervision; and a desire to pursue a career in Campus Recreation.

**RESPONSIBILITIES:** the Graduate Assistant for Fitness/Group Exercise will assist the Assistant Director for Fitness in the overall organization and administration of a comprehensive fitness program with an emphasis in group exercise, fitness center operations, and staffing. Ability to work independently is a necessity. Duties will include recruiting, hiring, training, scheduling, supervising, and evaluating group exercise instructors; assist with recruiting, hiring, training, scheduling, supervising, and evaluating all fitness facility employees including front desk attendants, and fitness instructors; supervise the day-to-day operation of the fitness facility; oversee cleaning system for fitness staff; routinely inspect and inventory all group exercise equipment, accessories and supplies; teach group exercise classes depending on previous experience and qualifications; attend all Recreational Sports Department staff meetings; regular night and weekend supervision of student employees is required; and physical labor is a requirement for this position.

**SALARY:** stipend of \$8,050 per year, plus tuition waiver for 6 credit hours of graduate work per semester.

**APPLICATION:** completed application, with letters of recommendation and resume, must be sent to the Graduate Admissions Office, 106 Miller Building, SUNY Cortland, Cortland, NY 13045; or to [graduate.admissions@cortland.edu](mailto:graduate.admissions@cortland.edu). Review of applications will begin immediately, however, applications will be accepted until the position is filled.

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