

## ANNOUNCEMENT OF VACANCY

**POSITION:** Graduate Assistant for Group Exercise & Wellness; 9-month position requiring a minimum 20 hour per week; reports to the Assistant Director of Recreational Sports for Fitness; starting date is August 22, 2022.

**RELATION TO EDUCATION PROGRAM:** this Graduate Assistantship will provide the candidate with a multitude of relatable administrative and personnel management skills, including, but not limited to: supervisory skills; conflict management; sharing constructive feedback with others; evaluating student employee performance; communicating with student employees, and participants; hiring scheduling and training staff; event and facility management; financial management and budget planning; and program evaluation and assessment. It will also provide the candidate with the opportunity to collaborate with colleagues in a program that specifically supports the SUNY Cortland campus priority of wellness. All of the aforementioned skills are transferrable to the candidate's educational success, and individual growth, and will be especially valuable for an individual seeking a career in the field of 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/AED/First Aid; and two letters of recommendation with at least one coming from a person familiar with applicant's ability to do graduate work.
- **PREFERRED:** prior experience working in a Collegiate Recreation setting; education and/or experience teaching and/or managing group exercise; experience working with Recreation software packages such as Innosoft Fusion and When2Work; current certification in personal training or group exercise from a nationally recognized fitness organization (ACSM, ACE, NASM AFAA, or other); strong interpersonal, motivational communication and relational skills; ability to work positively with students and Faculty/Staff; experience in personnel supervision; and a desire to pursue a career in Campus Recreation.

**RESPONSIBILITIES:** assist the Assistant Director of Recreational Sports for Fitness with the day-to-day operations of a comprehensive fitness program, including but not limited to: recruiting, hiring, training, scheduling, supervising, and evaluating Fitness Attendants, Group Exercise Instructors and Student Supervisors; develop and implement operating policies, procedures, standards, risk management procedures, manuals and training for fitness and wellness programs; supervise the overall cleanliness of the Student Life Center and fitness

equipment; routinely inspect and inventory accessories used for the Group Exercise Mind Body Program, and make recommendations for purchase; develop marketing strategies, promotional materials and social media content to promote and publicize fitness and wellness programs; teach group exercise classes; serve on committees as needed. Position requires working some weekend and evening hours.

**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.

**SUNY Cortland is an AA/EEO/ADA Employer**