

Fitness Graduate Assistant

PROGRAM OVERVIEW

Campus Recreation and Wellness at East Carolina University provides the following programs and services for the campus community: wellness, intramural sports, fitness, informal recreation, club sports, adventure leadership programs, summer camps, and special events. Facilities include a state of the art 150,000 square foot Eakin Student Recreation Center; 30,000 square foot Health Sciences Student Center; an 18-acre multi-sport field complex; a team challenge course; and a 129-acre sports complex which includes eight sport fields, a six-acre lake, disc golf course, boathouse, walking/jogging trails, outdoor fitness equipment, sandy beach area, beach volleyball courts, and an Odyssey challenge course.

THE UNIVERSITY

East Carolina University, or ECU as it's best known, offers more than 85 bachelor's, 72 master's and 19 doctoral degrees to nearly 29,000 students on its Greenville, North Carolina, campus and through an acclaimed online learning program. The university's school of medicine is recognized nationally for producing primary care physicians, cardiovascular research, advanced robotic surgery as well as obesity and diabetes breakthroughs. ECU also boasts the largest business school enrollment and largest number of new nurses and education professionals produced by a four-year North Carolina university, in addition to the largest studio art program in the state. Located near Atlantic coast harbors where pirates once roamed, ECU adopted the "Pirates" mascot in 1934 for its athletics program and competes in NCAA Division I. The university has a globally recognized academic underwater archaeology program and enjoys a supportive relationship with the U.S. military services.

REQUIREMENTS FOR CANDIDACY

Bachelor's degree required from an accredited college or university. Preference is given to candidates specializing in exercise and sport science, recreation or business management, human resources and development or a related field. The candidate must possess an academic background which will satisfy the graduate entrance requirements of East Carolina University. Previous experience in scheduling and staff management, staff recruitment and retention, program development and staff development desired. CPR/First Aid Certification required within 90 days of hire. Duties will require weekend, evening hours, and on call hours. Must maintain current driver's license and satisfy university driving standards.

SCOPE OF POSITION

As a result of this Graduate Assistant position, students will have the opportunity to gain the following core competencies based on the ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners:

- **Human & Organizational Resources:** Includes knowledge, skills and attitudes used in the selection, supervision, motivation, and formal evaluation of staff, conflict resolution; management of the politics of organizational discourse; and the effective application of strategies and techniques associated with financial resources, facilities management, fundraising, technology use, crisis management, risk management and sustainable resources.
- **Leadership:** Addresses the knowledge, skills, and attitudes required of a leader, whether it be a positional leader or a member of the staff, in both an individual capacity and within a process of how individuals work together effectively to envision, plan, effect change in organizations, and respond to internal and external constituencies and issues.

Campus Recreation and Wellness empowers student employees to become leaders by gaining valuable experience within a departmental Student Staff Leadership framework.

RESPONSIBILITIES

- Collaborate with Coordinator of Fitness, Sr. Assistant Director of Wellness & Fitness, Associate Director of Wellness & Fitness, Campus Recreation and Wellness team members, and student employees/interns to create a world-class experience in our fitness facilities.
- Leadership and supervision of 50-60 fitness attendants across 3 fitness facilities
- Assist in the talent acquisition, onboarding, and development, scheduling, and evaluation of fitness attendants, program assistants, and interns
- Manage all aspects of operations, to include scheduling, managing When2Work software, regular communication with floor staff, facility walk throughs, and reviewing post shift reports and feedback
- Assist in inventory control and maintenance of equipment for the Fitness area
- Assist in maintaining accurate fiscal and student payroll records
- Assist with updating fitness area/program policies and procedures and review of National standards on a yearly basis
- Work in close cooperation with multi-disciplinary staff within CRW, Student Affairs and the campus community.
- Attend meetings and participate in workshops held by various units in Student Affairs and serve on various committees as assigned.

Diversity, Equity, and Inclusion Statement

In a commitment to Diversity, Equity, and Inclusion all CRW team members will:

- Actively contribute as a staff member of CRW and Student Involvement and Leadership to uphold the framework of equity and social justice.
- Advocate for awareness, understanding and the diversity and inclusion of all people in CRW facilities, programs and communications while providing a commitment to work effectively with students, faculty, and staff from diverse backgrounds.
- Advocate for the educational and cultural benefits of providing diversity and inclusion in CRW.

DATES OF EMPLOYMENT & COMPENSATION

- Expected work dates are January 6, 2022 – May 13, 2022 (excluding all student observed holidays).
- Stipend of \$5,250, for 4 ½ months. Professional development support available. Full In-State Tuition and Student Fees included. Out of state students are responsible for paying the amount of the difference between out of state and in-state tuition. Room and board is the responsibility of the incumbent.
- Additional opportunities are available for summer employment.
- This is a 25 hours a week position and will be offered for a single semester.
- Position is open until filled. **PRIORITY APPLICATION DEADLINE: November 30, 2021.**

APPLICATION PROCESS

- To apply for this position please email cover letter, resume, and a list of three professional references to Suzanne McDonald, Sr. Assistant Director of Wellness & Fitness at mcdonalds@ecu.edu or contact by phone at 252-328-6387.