



Fitness Program Assistant

DIVISION MISSION

Student Affairs provides programs and services that optimize student learning and leadership, builds a safe supportive and welcoming campus community, fosters the emotional growth and personal development of students, and makes a positive contribution to the overall student experience.

DEPARTMENT MISSION

To engage the Pirate Community in diverse recreational and wellness experiences by providing exceptional facilities, programs, and services

MINIMUM QUALIFICATIONS

- High school diploma or equivalency; or demonstrated possession of the competencies necessary to perform the work.
- Must be in good academic standing.
- Interest in working professionally in the field of Campus Recreation or Corporate Fitness and Wellness.
- Clearance to operate University vehicles through a driver’s license check.
- Valid CPR and First Aid certification and blood-borne pathogens training within 60 days of hire.
- Computer proficiency and knowledge of Microsoft Word and Microsoft Excel.

SCOPE OF POSITION

The Fitness Program Assistant is responsible for coordinating fitness programs, scheduling weight room staff and assisting with fitness incentive programs. The Program Assistant will report to the Assistant Director of Fitness.

Responsibilities:

- Schedule weight room staff and group fitness instructors utilizing the When to Work Management staff.
- Execute Fitness Area Checklist (daily walkthroughs).
- Perform data entry for monthly fitness reports.
- Assist with special events for Campus Recreation and Wellness.
- Provide oversight to Fitness Attendant Coaches.
- Assist with staff training and development to include personal trainers, fitness trainers and group fitness instructors.
- Assist with fitness related assessment projects.
- Provide updates via email to incentive program participants.
- Meet Instructors for instructional classes and Try It Tuesday classes; Conduct class sign in.
- Coordinate Free Body Fat Testing events
- Assist with Personal Trainer Development program.
- Plan/Lead 1-2 instructional classes per semester (Lift Like a Girl, TRX, Try It Tuesday, etc.)
- Provide custom RA fitness programs, upon request, to residence halls
- Adapt to any issues and effectively communicate these issues with the necessary Fitness Program personnel.
- program areas within Campus Recreation & Wellness is necessary as well.
- Uphold the integrity and reputation of Campus Recreation & Wellness and East Carolina University by providing exemplary customer service and leadership to students, staff, and patrons.
- Review the employee manual to be able to effectively remedy situations while mentally referencing policies, operations, and situations that adhere to everyday functions within Campus Recreation & Wellness.

As a result of being a student employee within the Division of Student Affairs, students will have the opportunity to gain the following competencies based on NACE Top Ten Skills Employers Seek and CAS Learning Domains:

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| • Effective Communication | • Effective Reasoning | • Teamwork |
| • Accountability/Integrity | • Mentorship | • Adaptability/Resiliency |
| • Self-Awareness | • Conflict Resolution | |

DATES OF EMPLOYMENT & COMPENSATION

- Starting hourly rate will be \$11.22/hour.
- Position is considered seasonal employment with varying hours dependent up calendar of activities.
- Reports to the Assistant Director of Fitness.

APPLICATION INSTRUCTIONS

Applications must be submitted through ECU's PeopleAdmin system. Visit ecu.peopleadmin.com, create a profile and apply for the position listed under Campus Recreation & Wellness. Email: campusrec@ecu.edu

Note: Federal Law requires proper documentation of identity and employability at the time of employment. It is requested that this documentation be included with your application. East Carolina University is an affirmative action, equal opportunity employer and as such encourages applications from qualified women and minorities.
