

## Seattle University Recreation

**Title:** Graduate Assistant

### **About UREC**

University Recreation (UREC) includes the following program and operational areas: Aquatics, Competitive Sports (intramural sports and sport clubs), Facilities, Fitness, Marketing, and Outdoor.

University Recreation inspires, educates, and empowers the Seattle University community to live happier, healthier, and more successful lives. Whether it is promoting wellness, providing worthwhile recreational activities, or building community, the Department of University Recreation is an integral component of a Seattle University student's holistic education.

UREC is a part of the division of Student Development therefore, we are committed to creating a vital and engaged campus community that challenges and supports undergraduate, graduate, and professional students to learn and develop the knowledge, skills, and values needed to lead and serve in an interdependent, global society.

### UREC Values

- *Student Focused: UREC is committed to ensuring the student experience is positive and transformative. We lead with the students' needs first.*
- *Community: Recreation provides individuals the ability to connect with others and create meaningful relationships. We work to ensure all students and UREC members feel connected and that they belong.*
- *Proactive: AUREC intentionally assesses programs, policies, procedures and risk to ensure high quality experiences that align with Seattle University.*
- *Learning Focused: Our unique work environment provides the opportunity for students to put skills and education into practice. We focus on the personal and professional growth of students.*
- *Fun: UREC supports the mind, body, and spirit through a variety of recreational programs that inspires joy and playfulness.*

### **Position Summary**

The Graduate Assistant is an integral team member within the University Recreation Department who works collaboratively with the Assistant Director of University Recreation, Fitness to coordinate the Fitness program consisting of the Group Fitness and Personal Training programs within the University Recreation department.

### **Primary Responsibilities**

- Assist in managing the daily operating tasks for the Fitness program (Group Fitness, Personal Training, Small Group Personal Training, and Fit-To-Go)
- Assist in hiring and training of new Fitness staff, including in-house training for Group Fitness formats
- Oversee specialty fitness programs and educational events for the Seattle University community
- Oversee and teach the Group Fitness Instructor Training program each quarter
- Teach 5 weekly Group Fitness classes each quarter
- Provide continuing education opportunities for Fitness staff
- Engage in all UREC meetings, functions and working groups (as assigned)



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### **Additional Responsibilities**

- Serve on the Professional Development Working Group
- Assist with coordination of a departmental student staff leadership program to include; professional development, interactive workshops, experiential experiences, and service learning
- Plan and coordinate departmental events such as but not limited to End of the Year Celebration and Awards ceremony, holiday events, and student leadership retreats other Graduate Assistants
- Research information for future events, programs, or projects

### **Qualifications**

#### Minimum

- Employment will only be granted upon acceptance to Seattle University Kinesiology Master's program.
- Bachelor's degree
- Nationally recognized Group Fitness and/or Personal Training certification
- Minimum two years of Instructing and/or training experience
- Demonstrated knowledge of the fundamentals of student development and national guidelines and best practices for fitness programming

### **Compensation**

The Fitness Graduate Assistant is a 9-month position renewable for an additional academic year. The position is an hourly rate of \$21.67 per hour (not to exceed total of \$15,605, before taxes, for the year).

### **Application Process**

- Submit the following application materials by email to [UREC@seattleu.edu](mailto:UREC@seattleu.edu).
  - Your resume, including GPA and GRE Scores (If available)
  - A cover letter
  - Three references
- Priority application deadline August 3, 2020.

### **Contact Information**

If you have questions about the positions or the application process, contact:

[UREC@seattleu.edu](mailto:UREC@seattleu.edu).

### **Non-Discrimination Policy**

The University provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, political ideology, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, and leaves of absence, compensation, benefits and training.

The University administers all policies, practices and procedures in ways that are consistent with the University's Catholic and Jesuit character.

