Graduate Assistant – Fitness & Wellness
Campus Recreation
Division of Student Affairs

Position Overview
The Graduate Assistant of Fitness & Wellness collaborates with the Associate Director, undergraduate student Fitness Supervisors, Fitness Instructors, Personal Trainers and Massage Therapists to promote and manage a comprehensive fitness and wellness program.

Department Mission
The Department of Campus Recreation provides quality recreational opportunities to all members of the William & Mary Community to enhance and foster a lifelong appreciation for health, wellness and recreation.

Position Type
☐ Masters Level ☒ Full-time (20 hours/week)
☒ Doctoral Level ☐ Part-time (10 hours/week)

Compensation / Benefits
- This assistantship qualifies a full-time student for the 2018-19 in-state tuition waiver.
- Total financial package = In-state tuition + $4,000 stipend

Position Elements
☐ Mostly 9 a.m.-5 p.m. work ☒ Occasional night/evening work
☐ Frequent night/evening work ☒ Weekend work: Sometimes
☒ Hires student workers ☒ Supervises / evaluates student workers
☒ Frequent student interaction ☒ Leads training sessions for students
☒ Advises individual students ☒ Advises student organizations
☐ Budget management ☒ Event/program management
☒ Individual work space ☐ Shared work space
☒ Independent work ☒ Collaborative / group work
☒ Conference/workshop funding available ☐ May take internship at same time as GA
☒ Opportunity for committee work ☒ Opportunity for summer employment
**Job Responsibilities**

- Assist with the hiring, training, supervision, evaluation and scheduling of the student Fitness and Wellness staff (approximately 40-50 student personal trainers and fitness instructors).
- Organize continuing education and leadership development opportunities for the Fitness and Wellness staff.
- Work an average of 20 hours per week, including one night shift per week and occasional nights and weekends for special events.
- Plan and implement various Fitness and Wellness special events and programs.
- Assist with marketing for the Fitness and Wellness program (including making fliers, posters, updating the website and social media - such as Facebook).
- Assist with assessment of the Fitness and Wellness program.
- Manage payroll for the student staff.
- Manage scheduling of the fitness studios in the Student Recreation Center.
- Attend and contribute to the Fitness and Wellness, Campus Recreation and Student Affairs staff meetings.

**Preferred Qualifications**

- Campus Recreation Experience Preferred
- CPR/AED, First Aid Certified (on-the-job training is available, also)
- National Fitness Certification in Group Fitness or Personal Training (on-the-job training is available, also)

**Learning Outcomes**

- Create an inclusive, positive and engaging environment for all fitness & wellness employees and patrons
- Learn the facets of program planning, management, delivery, and assessment
- Gain experience in hiring, training and evaluating student employees
- Establish an understanding of the campus recreation and other student affairs professions
- Develop essential leadership and student development skills

**Direct Supervisor**

Jennifer Ruehrmund  
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Interested applicants are welcome to contact the supervisor with any questions.