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, Group Fitness Instructors, Personal Trainers and Small Group Training Coaches 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 in-state tuition waiver
- For students enrolled in the Higher Education program:
  - Tuition subsidy (student pays $2,500/year in tuition)
  - $15,000 stipend (for mid-August to mid-May contract)
  - $500 loaded onto W&M Express card to use for parking, meals, or anywhere Express is accepted
- For non-Higher Education students:
  - SOE tuition (in-state rate) + $4,500 stipend (for mid-August to mid-May contract)
  - $500 loaded onto W&M Express card to use for parking, meals, or anywhere Express is accepted

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 50 students and non-students).
- 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 Bee McLeod 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
Jenny Dunfee
Associate Director of Campus Recreation
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Interested applicants are welcome to contact the supervisor with any questions.