



WILLIAM & MARY

CHARTERED 1693

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Mostly 9 a.m. -5 p.m. work | <input checked="" type="checkbox"/> Occasional night/evening work |
| <input type="checkbox"/> Frequent night/evening work | <input checked="" type="checkbox"/> Weekend work: Sometimes |
| <input checked="" type="checkbox"/> Hires student workers | <input checked="" type="checkbox"/> Supervises / evaluates student workers |
| <input checked="" type="checkbox"/> Frequent student interaction | <input checked="" type="checkbox"/> Leads training sessions for students |
| <input checked="" type="checkbox"/> Advises individual students | <input checked="" type="checkbox"/> Advises student organizations |
| <input type="checkbox"/> Budget management | <input checked="" type="checkbox"/> Event/program management |
| <input checked="" type="checkbox"/> Individual work space | <input type="checkbox"/> Shared work space |
| <input checked="" type="checkbox"/> Independent work | <input checked="" type="checkbox"/> Collaborative / group work |
| <input checked="" type="checkbox"/> Conference/workshop funding available | <input type="checkbox"/> May take internship at same time as GA |
| <input checked="" type="checkbox"/> Opportunity for committee work | <input checked="" type="checkbox"/> 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
William & Mary
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Interested applicants are welcome to contact the supervisor with any questions.