

Assistant Director of The Wellness & Human Performance Center at SMSU

The position for Graduate Assistant for The Wellness & Human Performance Center at SMSU includes responsibilities in corporate wellness, human performance, coordinating, and scheduling. The position also involves assisting Exercise Science faculty in lab set up, lab assisting and assisting in lectures requiring demonstration/lab experiences. This position will work with the Director of The Wellness & Human Performance Center, the Exercise Science faculty and Exercise Science students.

- 1) General management of The Wellness & Human Performance Center office and laboratory spaces.
- 2) Working with SMSU Scheduling to ensure smooth coordination of Exercise Science courses and labs with other activities of The Wellness & Human Performance Center.
- 3) Coordinate corporate wellness & adult fitness offerings with corporate clients and Exercise Science students.
- 5) Assisting with lectures and labs as needed per faculty request.
- 4) Schedule student-wellness trainers and corporate client's private and small-group exercise testing and training sessions.
- 5) Plan calendar of events for each semester's offering of corporate wellness.
- 6) Work as a liaison between the Exercise Science Program and the various Corporate Wellness Directors.
- 7) Oversee work-study and regular payroll student employees in the Wellness & Human Performance Center.
- 8) Assist with efforts for recruitment of high school students to become SMSU Exercise Science majors.

Requirements: This position requires the applicant to have a BS degree in Exercise Science and will be required to sit for and pass the ACSM EP-C exam, or the NSCA CSCS exam. (Exam fee paid upon proof of certification. Experience needed in coordinating and staffing a variety of part-time programs, preferably in the fitness field. The highly qualified candidate will have demonstrated ability to organize multiple schedules and facilities. Management experience with young adults, some experience with human performance training or coaching of novice to elite performers in athletics, or some experience in wellness programming, and an appreciation of service-learning are all integral to the position. Also the candidate should have a demonstrated ability to work well with young people and the public.