University of Northern Iowa  
Wellness and Recreation Services

**Office**: Wellness and Recreation Services/Personal Fitness Program

**Position Title**: Personal Fitness Graduate Assistant

**Reports to**: Kristy Leen, Personal Fitness Coordinator  
Kristy.leen@uni.edu, 319-273-7167

**Terms of Employment**:
- Academic year (plus possible summer employment)
- Twenty hours/week (academic year appointment, summer hours may vary)
- One Year Period; a one year renewable option

**Compensation**: WRS is able to pay the GA stipend (is $9204/academic year for 2012/13). Professional development opportunities may be financially supported to some degree.  
For more information on the Graduate Assistantship System and procedures:  
[http://www.grad.uni.edu/assistantships/](http://www.grad.uni.edu/assistantships/)

**Background Information**:
Our mission is to enhance the personal, professional and academic lives of students, faculty and staff through structured and self-directed activities, educational programs and services, skill- and leadership-building activities, and campus-wide initiatives. The Wellness and Recreation Services strive to foster healthy lifestyle choices and wellness in the lives of those in our campus community through collaboration within University Health Services, within the Division of Student Affairs, and with many other campus partners.

Wellness and Recreation Services provides a wide variety of health, wellness, fitness, leisure, and recreational programs and services directly to UNI students, faculty, staff, retirees and their families, according to the needs and interests of those groups:  
[http://www.uni.edu/wellrec/](http://www.uni.edu/wellrec/)

**Position Description**:
- Assist with instructing the Personal Training Course, grading quizzes, and organization of the course.
- Research, report and update information in the Personal Training Manual.
- Assist with marketing of the Personal Training program and Course.
- Assist with marketing and providing fitness and body composition assessments for students, faculty, staff, and retirees.
- Assist with development of a fee matrix for programs and workshops.
- Assist with providing professional development to all Personal Trainers.
• Assist with the management of WRC fitness area, free-weight room, and Health Beat operations (i.e. personnel, equipment, signage, etc.).
• Assist the Personal Fitness Coordinator with other duties as assigned.

**Qualifications:**
• Must be a full-time, degree-seeking student in a graduate program (e.g., Exercise Science, Physical Education, Fitness Management, Post-Secondary Education or other related field preferred).
• B.A./B.S. degree in exercise science, or related field with a strong understanding of anatomy, physiology, biomechanics, exercise prescription, and fitness assessment.
• Maintain a cumulative GPA of at least 3.00.
• Possess strong interpersonal, organization, and analytical skills.
• Demonstrated ability to be self-motivated and to conduct oneself in a highly professional and ethical manner; and will have.
• A working knowledge of Microsoft Word, Excel, Power Point, and Adobe Acrobat Professional.
• Demonstrate evidence of competent writing and oral communication skills.
• National Certification in Personal Training in American College of Sports Medicine (ACSM), or National Strength and Conditioning Associations (NSCA) preferred.
• Adult CPR /AED Certification.

**Application Process and Deadline:** To apply for a WRS Graduate Assistantship, email or mail a cover letter, resume, and email addresses and telephone numbers of three (3) references to: Tim Klatt, Associate Director/Wellness and Recreation Services, WRC 101, University of Northern Iowa, Cedar Falls, Iowa, 50614-0201, or timothy.klatt@uni.edu. Applications received by Monday, March 11, 2013, will be given preferential consideration. **Protected class candidates are encouraged to apply.**