



WESTERN MICHIGAN UNIVERSITY
University Recreation

Graduate Assistant for Fitness & Wellness Programs

Job Purpose or Summary

University Recreation Graduate Assistants for Fitness & Wellness work cooperatively with the Senior Associate Director for Well-being Programs in the supervision and administration of the GroupEx and F45 programs. Graduate Assistants will work collaboratively in the areas of program development and implementation to better serve the fitness and wellness needs of our university community.

General Responsibilities

University Recreation Graduate Assistants will:

- Demonstrate applied knowledge and practical skills of Student Recreation Center programs and facility operations.
- Demonstrate professional skills in communication, scheduling, reliability, and maintaining office hours for an average of 20 hours per work week.

Specific Responsibilities

University Recreation Graduate Assistants for Fitness & Wellness will assist in the administration of one or more of the following programs: GroupEx and F45 programs.

- Assist in the coordination of instructor auditions/trainer interviews, hiring, training, evaluation, scheduling, and payroll of all Fitness and Wellness staff including GroupEx, F45 and Personal Trainers.
- Instruct weekly GroupEx and F45 classes and or maintain Personal Training client load.
- Assist with the implementation of the eight-week fitness instructor training program.

Minimum Qualifications

- Bachelor's degree from a four-year institution.
- One year of experience teaching or training in one of the following programming areas: Personal Training, Group Fitness, Indoor Cycling, F45 or Wellness Coaching.
- Possess First Aid, CPR, and AED certification or able to obtain within the first 30 days of starting the position.
- Excellent oral and written communication skills, leadership development, and the ability to cultivate leadership in others.
- Proficiency in Microsoft programs.

Preferred Qualifications

- Bachelor's degree in a Health and Wellness related field such as, but not limited to, Exercise Science, Sport Management, Dietetics, Physical Education, Athletic Training, or Kinesiology.
- Group Fitness and/or Personal Trainer certification through an accredited certifying agency such as the American College of Sports Medicine (ACSM), Aerobics and Fitness Association of America (AFAA), American Council on Exercise (ACE), or National Strength Conditioning Association (NSCA).
- Two or more years of experience as a Personal Trainer or Group Fitness instructor.

Graduate Assistant Benefits

- 9 credit hours/semester for fall and spring semesters, free parking pass, and discount at bookstore.
- Contract renewable for the second year.
- Stipend based on 2025-26 rate of \$14,751.

Completed application, resume, and cover letter should be mailed or emailed to:

WMU Student Recreation Center

Attn: Beth Northuis

1903 W. Michigan Avenue

Kalamazoo, MI 49008-5447

Office: (269) 387-3762 Email: beth.northuis@wmich.edu

****For priority consideration please apply by Friday, February 27 at 5 p.m.****

Applications can be found at wmich.edu/rec/about/employment/assistantships