Job Description

Position: General Student Manager – Marketing and Health Promotion

Basic Job Duties and Responsibilities:
• Assist the fitness center management in the total functioning of the Fitness Centers.
• Assist in the selection, training and supervision of facility attendants.
• Attend and assist in all staff training prior to the beginning of each semester.
• Assist in developing and implementing management procedures, policies and programs.
• Consistently enforce all policies and procedures that pertain to student staff and members.
• Foster professional standards among student staff (ROLE MODELING).
• Attend all staff meetings and communicate regularly with management.
• Attend additional training a week prior to classes beginning in August.

Additional Job Duties and Responsibilities:
• Promote Fitness Center programming and operations to campus community.
• Assist with newsletter development, publication and distribution.
• Create and assist with membership retention and recruitment programs.
• Assist in administration of one day programs.
• Create health related bulletin boards for both fitness centers.

Qualifications:
• Must maintain an overall 2.4 G.P.A.
• CPR certification (will be provided).
• 1 year of service as a facility attendant, personal trainer or group exercise instructor.
• Strong interpersonal and communication skills.
• Leadership, decision-making, confrontation and problem solving skills.

Hours: The total work time is at least 10 hours/week. Work hours will be divided into regularly scheduled hours and float time. Float time is defined as short periodic check-ins at the centers to ensure smooth operations. Evening and weekend hours will be required.

Performance Appraisal: Feedback is ongoing. If a situation arises that needs attention, it will be addressed promptly and a time for desired change will be established.

Wage: The rate of pay is (minimum wage + $0.50) per hour with free membership to the Fitness Centers.