

JOB DESCRIPTION

Wellness and Recreation supports Stetson University's core value of wellness by educating and empowering the community to lead healthy lives. This is achieved through student and community engagement in peer education, competition, and spirited sporting opportunities, access to fitness and health facilities and resources, and providing student-oriented meaningful activities beyond the classroom. Reporting to the Associate Director for Wellness and Recreation, the Graduate Assistant is a paraprofessional staff member who works in Stetson University's Department of Wellness and Recreation assisting with the strategic planning, development, and evaluation of facility operations, fitness programming, and outdoor recreation. The Graduate Assistant will have an opportunity to manage a student staff group and develop and implement programs for the Stetson community.

This position is a full year (12 month) assignment with second year contract assignment based on performance. The Graduate Assistant is expected to work 20 hours per week with the understanding that some of these hours may fall during evenings and weekends.

RESPONSIBILITIES AND DUTIES

- Recruit, hire, schedule, train, supervise, and evaluate one Wellness & Recreation student staff group (Building Managers, Member Service, or Fitness Coaches).
- Plan, develop, enhance, oversee, and advise the fitness and outdoor recreation programming
- Manage the preventative maintenance procedures with all related fitness equipment.
- Offer fitness and outdoor education workshops and programs to the Stetson community on relevant topics as requested.
- Assist with management of Wellness & Recreation's marketing presence on campus, including but not limited to departmental website, facility signage, social media, and promotional brochures.
- Create and develop the resiliency "Try, Fail, Thrive" marketing campaign for distribution through social media, print, and other marketing outlets.
- Monitor safety, security, and risk management issues for all daily operations and events.
- Advise on the evaluation, revision, and implementation of all program and facility rules, policies, and procedures.
- Attendance in weekly staff meetings, weekly one-to-one meeting with supervisor, student staff meetings, and student staff one-to-ones.
- Collaborate with Wellness and Recreation graduate student employees to supervise departmental socials, the end of the year banquet, staff appreciation events, and Wellness and Rec Day.
- Collaborate and engage within the Division of Campus Life and Student Success.
- Other responsibilities and duties as assigned.

QUALIFICATIONS

- Bachelor's Degree with acceptance and enrollment in Stetson University's Graduate School.
- Previous working experience in areas of operations, fitness, or outdoor recreation is preferred.
- Current certifications in Adult CPR, AED, and First Aid or willingness to obtain upon employment.
- Willingness to work hours that includes nights and occasional weekends.

APPLICATION PROCEDURE

Please submit a cover letter, a resume, and names, email addresses, and telephone numbers of three professional references to Deana Lowry, dlowry@stetson.edu. Applications will be accepted until the position is filled.

Additional inquiries regarding this position should be referred to Deana Lowry, Assistant Director of Wellness and Recreation, at dlowry@stetson.edu. For additional information regarding the Department of Wellness & Recreation, please visit www.stetson.edu/wellness-and-recreation.

ABOUT STETSON: Founded in 1883, Stetson University (<http://www.stetson.edu>) is a private, selective university comprised of a rich array of liberal arts and professional academic programs. Collectively, Stetson's faculty works with over 4,300 students in undergraduate, graduate, and professional programs. The University's historic main campus, located in DeLand, enrolls more than 3,000 students in undergraduate programs in the College of Arts & Sciences, the School of Business Administration, and the School of Music. Stetson University College of Law, Florida's first law school, moved from the main campus to Gulfport in 1954, and, with the addition of the Tampa Law Center, serves almost 900 students working full-time or part-time toward J.D. or LL.M. degrees. Graduate programs offered at the main campus and at the Stetson University Center in Celebration include Business, Educational Leadership, Fine Arts, and Counseling. Florida's oldest private institution of higher learning, Stetson has regularly been ranked among the best regional universities in the Southeast and was the first private college in Florida to be granted a chapter of Phi Beta Kappa. Stetson University provides an inspiring education that engages students with rigorous academic and creative study grounded in liberal learning and promotes civic values of personal and social responsibility. Working closely with faculty and with one another, students cultivate abilities to explore issues deeply, think critically, reason empirically, speak persuasively, and connect ideas creatively. Firmly committed to inclusive excellence, our vibrant community of teacher-scholars nurtures the potential of individual students to lead lives of significance and prepares each to meet the challenges of shaping the future—locally, nationally, and globally.

Stetson University is located in DeLand, Florida, one-half hour's drive from Daytona Beach and from Orlando's northeast suburbs, offering easy access to both outdoor recreational opportunities and the amenities of a larger city. DeLand, Florida is the county seat as well as a college town with Stetson University's campus classified as a National Historic District. The award-winning downtown, known as Mainstreet DeLand, which is lined with local gift and antique shops, restaurants, and entertainment venues hosting several festivals and special events.

INTER-DIVISIONAL COLLABORATION: This position will closely collaborate with many divisions/departments on campus, including Campus Life and Student Success. Campus Life and Student Success is a dynamic, evolving division driven by transformational leadership and continuous improvement. We seek team members who are highly motivated, strategic thinkers and relationship builders who thrive on shared governance. Our high expectations are matched by a robust professional development curriculum, which promotes achievement and significance through self-assessment, reflection, and holistic goal setting. We actualize a philosophy of challenge and support grounded in liberal learning and development as it relates to student persistence and success. We are committed to facilitating student discovery and exploration consistent with the aims of a broad liberal arts education; offering impactful learning opportunities based on current research and empirical data; cultivating the unique strengths and perspectives of individual students; fostering global awareness, social justice values, and civic engagement; and providing a healthy and vibrant educational environment conducive to holistic well-being.

Stetson University, an Equal Opportunity Employer, affirms the values and goals of diversity and strongly encourages the applications of all candidates, including women and candidates from historically under-represented groups. Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.

WORKING CONDITIONS: Requires some physical effort, i.e. some standing and walking, frequent light lifting (5-10 lbs); and manual dexterity in the operation of office equipment; extended periods of time at a keyboard; perceptual demands for color, sound, form, and depth; occasional and, at times, frequent hours outside the normal University schedule.