



FITNESS/WELLNESS POSITIONS

Exercise Program Instructor (Health major required)

This position supervises and leads exercise programs for special populations, such as L.I.F.E. and CV Wellness. A strong background in exercise physiology, physical therapy, and/or sports medicine is required.

Skills learned: leadership, motivation, customer service

Typical hours available: Monday – Friday (7 a.m. – 10 a.m.) & (5 p.m. – 7 p.m.)

Fitness Program Assistant (FPA)

This position promotes and enforces all Herbert Wellness Center policies as well as the policies specific to group exercise, studio cycling, yoga, and community classes. FPAs monitor the early morning and evening fitness programs to manage facility conflicts, equipment shortages, or situations with program location.

Skills learned: problem solving, critical thinking, organization

Typical hours available: Monday – Friday (6:15 a.m. – 8:15 a.m.) & (4 – 9 p.m.)
Saturday: (9 a.m. – noon)
Sunday: (9 a.m. – noon) & (4 – 8 p.m.)

Fitness Room Assistant

Fitness room assistants oversee the safety and cleanliness of the fitness room and enforce fitness room policies. They must remain visible to patrons to answer questions and provide general assistance. Job duties also include monitoring the fitness room for unsafe conditions, wiping down the equipment throughout the shift, and performing routine equipment maintenance.

Skills learned: use of fitness equipment, customer service, conflict resolution

Typical hours available: Monday – Thursday (5:45 a.m. – 12:15 a.m.)
Friday (5:45 a.m. – 11:15 p.m.)
Saturday – Sunday (7:45 a.m. – 10:15 p.m.)

Fitness Testing Consultant (Background/major in Exercise Science required)

This position assists with the facilitation of procedures associated with personal training, fitness laboratory, nutrition education and supervised exercise program registration. Responsibilities include performing basic laboratory tests as needed to include: body-fat assessment, fitness assessment, cholesterol screening.

Skills learned: process management, health risk stratification, basic fitness assessment, customer service, increased familiarity of fitness laboratory equipment

Typical hours available: Monday – Friday (7 a.m. – 8 p.m.)

Group Fitness Instructor (One or more nationally recognized certification required: ACE, AFAA, Spinning®, Zumba®, 200-RYT required for yoga instructor. Current CPR/AED required.) This position requires an energetic and outgoing personality to lead group exercise classes (i.e. aerobics, studio cycling, yoga) in a safe and professional manner. Must possess a desire to help participants achieve their fitness and wellness goals. Previous group exercise experience preferred.

Skills learned/enhanced: leadership, teamwork, cuing

Typical hours available: Monday – Friday (6:30 a.m. – 9 p.m.)
Saturday (9 a.m. – 4 p.m.)
Sunday (9 a.m. – 9 p.m.)

Personal Trainer (Nationally recognized personal training certification required)
Personal trainers develop and implement personalized exercise programs for a broad range of clientele. Trainers must continually motivate clients to help achieve his/her fitness goals and stay informed of latest fitness research and trends.

Skills learned: customer service and communication, knowledge of fitness trends and research studies

Typical hours available: Varies

Wellness Program Assistant (Health-related major preferred)
This position is involved with the creation and implementation of wellness outreach efforts, and provides support during wellness programs and services. Responsibilities include developing wellness education resources, facilitating wellness activities, assisting wellness class instructors, and other duties as assigned. Graphic design skills are a plus.

Skills learned: health behavior theory, wellness program development and evaluation, health communication writing, dietary analysis software, presentation skills

Typical hours available: Monday – Friday (9 a.m. – 9 p.m.)

RECREATION POSITIONS

Club Sports Office Assistant (Club sport member required; officer preferred)
This position assists with all paperwork that pertains to club sports operations including reimbursement forms, purchase orders and coaches pay. Responsibilities include working with SAFAC to request stipulated funds, tracking journal transfers, updating all club budgets, and assisting with other Club Sport operations.

Skills learned: tracking, organizing and updating budgets, organizing club sport events, working with other peer club sport officers to ensure compliance in Club Sport policies

Typical hours available: Monday – Friday (8 a.m. – 5 p.m.)

Intramural (IM) Field Assistant
This position supervises and coordinates the use of the intramural fields located directly behind the Herbert Wellness Center. Responsibilities include equipment check-in/out, validating participant usage, monitoring the fields for damage and debris, and assisting IM supervisors with the implementation of IM activities.

Skills learned: interpersonal and communication skills, conflict resolution and problem solving, customer service, thorough knowledge of various sports programs and governing rules

Typical hours available: Monday – Friday (2 p.m. – 11 p.m.)
Saturday – Sunday (9 a.m. – 10 p.m.)

Intramural Referee

This position officiates and assists with intramural sports and special events. Responsibilities include becoming knowledgeable of all team sport rules and serving as a mediator on the playing field.

Skills learned: interpersonal and communication skills, conflict resolution and problem solving, rule interpretations, thorough knowledge of various sports programs and governing rules, enhanced sport officiating skills

Typical hours available: Monday – Friday (6 p.m. – 11 p.m.)
Sunday (11 a.m. – 8 p.m.)

ADMINISTRATION AND FACILITIES POSITIONS

Administrative Office Assistant

This position provides information on Herbert Wellness Center programs and services to members and guests. Responsibilities include processing Mini Canes camp registrations and providing support for club sports and intramural sports.

Skills learned: conflict resolution, cash management, computer skills, excellent communication, ability to multi-task and problem solving

Typical hours available: Monday – Friday (7:15 a.m. – 6 p.m.)

Front Desk/Pro Shop Assistant

This position requires the employee to perform a dual role. Front Desk Assistants greet all customers and guests entering the facility, answer the main phone line, are knowledgeable of the programs and services offered, sell one-day passes, and troubleshoot membership issues. Pro Shop Assistants help members and guests with towel service, locker and equipment check-out, Pro Shop merchandise, and lost and found items.

Skills learned: attention to detail, strong customer service, conflict resolution, cash management, excellent communication, problem solving

Typical hours available: Monday – Thursday (5:45 a.m. – 12:15 a.m.)
Friday (5:45 a.m. – 11:15 p.m.)
Saturday – Sunday (7:45 a.m. – 10:15 p.m.)

Lifeguard (Current lifeguard and CPR certifications required)

This position supervises the natatorium to ensure the safety of members and guests. Responsibilities include performing rescues in the event of drowning or swimming accidents, assisting with cleaning the pool, spa, and saunas, and distributing swim aids (kick boards, floats, etc.) to patrons.

Skills learned: communicate and enforce policies effectively

Typical hours available: Monday – Thursday (5:45 a.m. – 11:30 p.m.)
Friday (5:45 a.m. – 10:30 p.m.)
Saturday – Sunday (7:45 a.m. – 9:30 p.m.)

Marketing Assistant (Background/major in Marketing, Advertising, PR, etc. required)

This position assists with the promotion of Herbert Wellness Center programs and services. Responsibilities include outreach, updating event calendars and website, social media, surveys, and other duties as assigned. Depending on skillset, tasks assigned range from graphic design and writing copy to taking photos and producing videos.

Skills learned: practical application of design software, writing for print and online media, incorporate feedback into drafts to create a final product, connect program goals with marketing tactics, effectively work with a team of writers and designers

Typical hours available: Monday – Friday (9 a.m. – 4 p.m.)

Operations Assistant

This position assists with the maintenance of the Herbert Wellness Center and the intramural fields. Responsibilities include painting, lining the intramural fields, maintaining the cleanliness of the facility as well as setting up for special events.

Skills learned: problem solving, attention to detail, operation of maintenance equipment

Typical hours available: Monday – Friday (5:45 a.m. – 6:20 p.m.)

Payroll Assistant (Background/major in Human Resources or Business preferred)

This position manages student payroll and maintains accuracy of student employee records. Responsibilities include hiring new student employees, verifying and approving student employees' time cards, scanning documents to update and maintain student employees' electronic records, resolve any student pay and time discrepancies, and other duties as assigned.

Skills learned: proficiency in Workday timekeeping software, increase attention to detail and problem solving, proficiency in Microsoft Office

Typical hours available: Monday – Friday (9 a.m. – 5 p.m.)

Sales Representative

The sales representative is responsible for processing Wellness Center membership sales and registration for all fitness/wellness services including, but not limited to: personal training, yoga, studio cycling, community classes, Pilates, massage, CPR, fitness lab testing, supervised exercise programs, and other non-member initiatives. The SR is also responsible for promoting all programs and services to current and potential Herbert Wellness Center members.

Skills learned: customer service, interpersonal and communication skills, enforcement of complex policies, computer and problem solving skills, cash management skills

Typical hours available: Monday – Friday (7:15 a.m. – 8 p.m.)

Senior Administrative Assistant's Office

This position is responsible for updating facility usage statistics, compiling the "Hey Scott" feedback cards, and managing time sheets for 4-5 employees. Student employees also assist with processing Love Brick donations, answering phones, copying and faxing, scanning and filing paperwork, and other duties as assigned.

Skills learned: Microsoft Office, customer service, phone etiquette, general office skills

Typical hours available: Monday – Friday (9 a.m. – 4 p.m.)