



MISSISSIPPI STATE UNIVERSITY™

STUDENT AFFAIRS

Mississippi State University – Division of Student Affairs Recreational Sports | Fitness & Spirit Groups Graduate Assistant

Academic Year (July 1 – June 30)

Main Campus – Sanderson Center

Division Overview

The Division of Student Affairs consists of over 13 non-academic areas of campus life. Some of these departments include University Police, Dean of Students, Center for Student Activities, and Holmes Cultural Diversity Center. The Department of Recreational Sports supports the Division of Student Affairs and Mississippi State University in the total educational development of students by providing unique recreation programs, services, and facilities that support and encourage the development of a healthy lifestyle.

Qualifications

- Accepted as a graduate student by the Graduate School within any academic unit of the university
- AFAA or comparable certification desirable
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Proficiency in written and oral communication skills
- Proficiency in Microsoft Office applications, Google Drive, and other computer programs
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments
- Employee development and performance management skills
- Ability to foster a positive, cooperative work environment
- Ability to plan, organize, and implement promotional programs and events
- Ability to comply with all policies and regulations of Mississippi State University and enforce policies that apply to recreational sports programs and services

Responsibilities

- Develop and supervise a comprehensive fitness training program for the members of the co-ed cheerleader squad, all-girl cheerleader squad, and dance team. This will include developing and supervising daily workouts, nutrition counseling, and tracking individual progress of each spirit group member.
- Assist in the supervision and evaluation of the personal training program. This will include assisting with training and evaluating new personal trainers; tracking clients and training package sales; and developing in-service training.
- Assist with planning, promotion, and supervision of fitness-related special events and programs.
- Assist with fitness area social media.
- Prepare other reports as required.
- Assist with development of fitness training manuals.
- Ensure all fitness areas and programs are safely staffed and properly maintained.
- Organize staff meetings as directed.
- Be on-site and/or on-call on assigned evenings and weekends.

- Insure that all facilities offer a safe environment; report any necessary equipment or facility repairs to the Building Maintenance Supervisor.
- Report all injuries; notify emergency services when necessary. Submit appropriate injury report forms.
- Report disturbances and other incidents to the Associate Director. Have appropriate personnel complete report form. Contact UPD if the situation warrants.
- Assist with Recreational Sports special events as assigned.
- Make suggestions regarding improvements for the program.
- Participate in short- and long-range planning for all areas of the department.
- Perform other duties as requested by professional staff.

How to Apply

Applicants should email cover letter, resume, and references to Jason Townsend at tjt3@msstate.edu. The deadline to apply is February 17, 2017

Additional Information

Student will work approximately 20 hours per week. Student should not hold other jobs or assistantships. As compensation, student will receive full tuition waiver except minimal university fees, stipend paid twice a month, and professional development funds when available.

Disclaimer

Discrimination based on race, color, ethnicity, sex (including pregnancy and gender identity), religion, national origin, disability, age, sexual orientation, genetic information, status as a U.S. veteran and or any other status protected by state or federal law is prohibited in all employment decisions.

For more information, contact Jason Townsend at tjt3@msstate.edu