



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Assistant Director for Wellness, Fitness and Recreation Programs for Panther Fit
Employee:	Full-Time
Department:	Enrollment Management and Student Life
Reports To:	Assistant Vice President of Wellness

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

Work with the Assistant VP for Wellness to establish shared development, implementation, and supervision of wellness initiatives programs, enhancing health education and awareness, comprehensive student fitness, recreation and intramural programs in efforts to promote physical, mental and emotional health and well-being of a diverse college community. The Assistant Director will work collaboratively with EMSL, academic departments and student organizations to enhance wellness for the campus community. This position also provides weekend (Saturday only) and evening programming, which adds to a vibrant campus life and supports student engagement and retention.

Examples of Duties and Responsibilities:

- Develop weekday, weekend and evening wellness initiatives, fitness, recreation and intramural programming opportunities and special events that align with the University Strategic Pillar 1, goal 3 supporting the holistic development and sense of wellbeing of the scholar to support academic retention.
- Implement wellness and fitness programs for faculty, staff and alumni of the campus community and devise a payment structure that will subsidize additional programming for the overall benefit of the fitness center.
- Work collaboratively with the AVP of Wellness and other key stakeholders in creating strategies for the implementation of a comprehensive Wellness plan for the campus community.
- Collect, analyze and report key performance indicators and assessment data to support weekly, per-semester and annual reports. Utilization of data to develop strategies that support the department, division and University strategic goals.
- Manage the recruitment, training and supervision and evaluation of a diverse team of contracted Personal Trainers, Group Fitness Instructors, Graduate Assistants to foster a positive and inclusive environment encouraging professional growth and development.
- Provide oversight of the Panther Fit Center to ensure the maintenance of the equipment, securing warranty maintenance contracts and regularly evaluate equipment needs to enhance the user experience.
- Assist in the design and execution of Wellness, Fitness and Recreation brand management and communication to ensure effective publicity and promotion of student fitness, intramural and recreational activities.
- Perform other duties as assigned

Knowledge, Skills and Abilities:

- Required certification in CPR and First Aid
- Ability to work flexible hours including late nights and weekends.
- Assertive communication and proficiency in Microsoft Office and social media applications is preferred.
- Prior training in student development theory, risk management, and issues impacting college students.
- Ability to prioritize, work in fast paced, ever changing student service environment independently and as part of a team.
- Successful candidates will have excellent interpersonal, communication, event planning and organizational skills.
- Have the ability to organize and manage a number of tasks.

Minimum Hiring Standards:

Education	Bachelor's degree required, Master's preferred in Student Personnel or other related field required.
Years of Experience	Two-Five years of experience in Recreational, Intramural and Fitness Development for higher education.
Years of Management/Supervisor Experience	Candidates must demonstrate experience in management, staff supervision, and active involvement in Higher Education.

Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer

Employee

Date

Manager/Supervisor

Date

Human Resources

Date