Definition of Class
Incumbent in this position is responsible for the coordination and management of activities associated with various fitness programs that are sponsored and operated by the Department of Campus Recreation.

Examples of Work Performed
Creates, develops, and coordinates the planning and administration of fitness, group fitness, personal training, and special event programs.

Recruits, hires, trains, schedules, and evaluates student employees and volunteers, including graduate assistants and undergraduate students. Develops co-curricular learning initiatives and leadership training opportunities for student employees.

Coordinates policies and procedures to ensure proper risk management practices. Conducts basic health screenings and testing; assesses confidential health and medical forms.

Plans, develops, implements, supervises, coordinates, and evaluates promotion and marketing campaigns for the fitness, group fitness, personal training, and special event programs.

Assists in scheduling the use of recreation facilities.

Coordinates fitness equipment purchases and maintains an inventory of fitness equipment parts and supplies; coordinates an equipment maintenance system.

Conducts appropriate equipment maintenance and repair for fitness programs and risk management assessments for fitness programs.

Makes recommendations concerning operational budgets. Monitors expenses for assigned programs.

Assists in establishing and implementing short-term and long-range objectives for the Department of Campus Recreation, including compilation of data and reporting of programmatic statistics, as well as assessment of student learning and program outcomes.

Represents the Department of Campus Recreation and the University of Mississippi on various committees, boards, and associations.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinates activities associated with fitness, group fitness, personal training, and special event programs.

2. Performs personnel related functions including the recruitment, selection, training, scheduling, and evaluation of student employees and volunteers.
3. Assists with the development and management of operational budgets for fitness, group fitness, personal training, and special event programs.

4. Assists in the development, implementation, and assessment of departmental goals and objectives.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to use hands to finger, handle, or feel; stoop, kneel, crouch, or bend; and reach with hands and arms. The incumbent is regularly required to stand. Incumbent occasionally is required to walk; sit; and run.

**Experience/Educational Requirements:**

**Education:**
Master's Degree in Exercise Science, Exercise Physiology, Health & Wellness, Health Promotion, or related field from an accredited college or university.

AND

**Experience:**
One (1) year of experience in a campus recreation program.

**Licensure:**
Must possess one of the following certifications: ACSM Health Fitness Instructor, NSCA Certified Personal Trainer or Certified Strength and Conditioning Specialist, AFAA Primary Group Exercise Instructor, or ACE Personal Trainer.

**Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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