**Position Title:** Fitness Coordinator  
**Position Department:** Campus Recreation  
**Status:** Exempt, Full Time  
**Reports To:** Assistant Director of Campus Recreation  
**Salary:** $2,916.67 - $3,250.00 per Month. Excellent Benefits

**POSITION PURPOSE**  
Under the direction of the Assistant Director of Campus Recreation, the Fitness Coordinator is responsible for providing leadership, scheduling and staff supervision for the fitness program. This person also participates in campus initiatives, student leadership development and training. Provides communication with and works collaboratively with the Student Union Sport Club staff. Capacity to work effectively in a University environment including its programs and services, requirements and procedures, bureaucracy, limited resources, and the overall mission and goals of an educational institution. Program growth and expansion, through enhanced program development, customer service, collaborations, relationship and community building will be critical to the success of this position.

**ASSOCIATED STUDENTS**  
Associated Students (A.S.) is Student Government, Programs and Services on campus. A.S. is an independent non-profit corporation serving as an auxiliary for San Jose State University’s mission, vision and goals. SJSU educates over 30K students in the heart of Silicon Valley, located in beautiful northern California. SJSU is nestled among trees, open space and intellectual learning, bordered by downtown San Jose with outdoor and indoor recreational spaces within walking distance or a short shuttle ride.

A.S. Campus Recreation prides itself in providing quality, student centered, student focused and student led activities ranging from traditional to non-traditional university intramurals to sporting events, non-fitness clubs, fitness classes, wellness classes, aqua exercise and more. Certifications, education and leadership opportunities provide for an enhanced overall educational experience for all students.

**EDUCATION / EXPERIENCE**  
A Bachelors degree in Sports Management, Kinesiology, Recreation, Administration, or related field is required. The incumbent must have experience in a University Recreation setting. The ability to establish and maintain harmonious relationships with staff and student leaders are also essential.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

I. **Fiscal Management (25)**  
Assists the Assistant Director of Campus Recreation with administrative duties including, but not limited to, budgeting, payroll, equipment purchasing and maintenance, and inventory control.

II. **Human Resources (20%)**  
Assists with overall staff recruitment, retention, development and evaluation. Ability to train, supervise, develop student assistants, and program staff including skill attainment, process management, risk management, conflict resolution and negotiation.

III. **Program Development & Operations (20%)**  
Responsible for revenue generation through program expansion, special events, continuing education trainings, and new instructor training development. Manage daily operations and program development for aquatic fitness, group exercise, and fitness partnerships. Work independently and collaboratively to create effective programs and services that serve the entire SJSU community.
IV. Marketing & Public Relations (20%)
Coordinate production of all fitness related publicity and marketing materials. Assist with program satisfaction surveys, risk assessment and participate in strategic campus conversations. Oversee website updates and information distribution. Assist with Summer Orientation instructor staffing coordination.

V. Administration (10%)
Participate as an active member of the ASCR Department, Spartan Recreation, and the Division of Student Affairs as determined. Provide analytical evaluations of data, trends and revenues. Provide solutions as needed, utilizing information systems and reports.

VI. Safety and Department Guidelines (5%)
The incumbent is expected to assist management in accident prevention activities. Unsafe conditions must be reported. Any injury that occurs on the job, even a slight cut or strain, must be reported to management as soon as possible. Under no circumstances, except an emergency, should an employee leave a shift without reporting an injury that occurred.

VII. Associated Students’ Mission and Values (5%)
Our mission is to represent the students of San Jose State University and continually improve the quality of their educational opportunities and qualities of their experiences.

KNOWLEDGE, SKILLS, ABILITIES AND OUTCOMES:
1. Demonstrate capacity to work effectively and efficiently in a diverse University environment.
2. Ability to work independently with little supervision.
3. Experience in staff supervision preferred.
4. Certification in group exercise and/or personal training required minimum AFAA/ACE.
5. Current certification in CPR and First Aid required.
6. Requires a broad range of both health and fitness based experiences in order to effectively evaluate and manage a diverse and demanding program.
7. Requires excellent time management skills, verbal and written communication skills.
8. Requires a high degree of computer competency and some exposure to online registration systems preferred.
9. Requires skills necessary to manage a complex administrative program and to relate that program to the academic needs and objectives of students, faculty and staff.
10. Awareness of or involvement with educational programs related to recreation and leisure studies programs are a plus.

APPLICATIONS
Applicants must submit a completed Associated Students application, current resume, letter of introduction, and three professional references. Application materials may be submitted via email to dmoore@as.sjusu.edu or sent to:

Fitness Coordinator Search Committee
Attn: Dana Moore
Associated Students, SJSU
One Washington Square
San Jose, CA 95192-0265

The Associated Students application can be found at http://as.sjsu.edu/asjobs/index.jsp

DEADLINE
Applicants must submit all of the completed Associated Students application materials to the address listed above or via email. Application review will begin May 10, 2010. The position will remain open until filled.