



Position Title: Part-Time Instructional Assistant II-Wellness
Reports To: Director, Wellness & Fitness Center
Department: Biology, Health & Wellness
Prepared By/Date: Jennifer Brito/06-15-2010
Approved By/Date: College-wide
Revised: Donna French/07-06-2011

Job Code: 8379
Job Group: Class-R
Salary Grade: W6
FLSA Status: Non-Exempt

Summary:

This position assists in the coordination of all functions and services of the Wellness Program for all faculty instructors that teach in the Wellness Facility and assists with opening procedures of the Wellness Lab. Leads various exercise practicums, tutors and assists students enrolled in all Wellness and Fitness credit courses.

Essential Duties and Responsibilities:

- Sets up exercise lab activities and exercise testing practicum
- Oversees the maintenance of fitness equipment and fitness test lab instruments
- Work closely with the Health and Wellness Faculty in providing classroom instructional support
- Coordinates with faculty members all exercise and health lab practicum as per request of the instructor and Wellness Fitness Director
- Conducts various Fitness Assessments on the students enrolled in the classes and employees registered in the Wellness Program
- Leads all health and fitness assessment instruments and technology based equipment
- Designs and incorporates Exercise Strengthening Routines for the Employee Wellness Program
- Works closely with the Health and Wellness Assessments for students enrolled in HLP 1081 and students and employees participating in “Fit for Life” program
- Maintains appropriate Wellness Data entry daily in the computer labeling and filing as needed
- Assists in the daily and evening office operations
- Assists the Wellness Director and Coordinator with promoting all campus and departmental wellness programs
- Opens and closes the facilities
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of Wellness Center department, policies and class offerings
- Familiarity with College organization and policies
- Possess excellent telephone and customer service skills
- Ability to follow instructions and work with minimal supervision
- Possess excellent interpersonal and communications skills (Verbal and Written)
- Possess a positive customer service attitude to all program users
- Knowledge of class schedules, pre and co-requisites, course sequencing, special requirements for admission to certain courses, basic information on class content and paperwork processing specific to the department
- Ability to demonstrate expertise in all areas of fitness leadership instruction
- Possess basic level of Microsoft application skills and general knowledge of office procedures
- Possess a personal commitment to a healthy lifestyle
- Ability to professionally interact and work well in a multi-ethnic and multi-cultural environment with students, faculty, staff, and other health educators

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Two years of college (60 credits) from a regionally accredited institution and two (2) year of effective work experience in a health promotion program or related field (gym, health clinic fitness, or wellness center)
- Maintain appropriate certifications as needed and requested by law: American Red Cross Cardiac Pulmonary Resuscitation (CPR), or obtained within two (2) months of employment
- Currently earning college credits in the area of Health and Wellness, Exercise Science, Sports Medicine, or related field

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name