



Union Commonwealth University Graduate Assistant for Wellness Center
Job Description

Title: Graduate Assistant Wellness Center
Department: Athletics
Reports to: Assistant A.D. External Operations
FLSA Status: Salary, Exempt

F-1 students are eligible to apply for this job posting applicable with the U.S. Immigration and Customs Enforcement requirements. Additional information is available at [Employment | ICE](#).

Characteristics of Job:

The Graduate Assistant for the Wellness Center is an on-campus part-time graduate student position at Union Commonwealth University. This position requires that the individual is enrolled and seeking a Master's Degree at Union Commonwealth University. The Graduate Assistant is to maintain and take care of the Cardio Room in the Wellness Center. This position is also responsible for managing the Wellness Center staff. Further in-depth explanation of position requirements and additional duties may be presented during training.

Examples of Duties and Responsibilities:

- Manage the Wellness Center work-study and student workers.
- Manage and report broken Wellness Center equipment
- Create a work schedule for the Wellness Center staff
- Keep up with time sheets
- Fill out incident reports
- Demonstrated leadership skills and effective communication skills
- Shows ability to remain calm in emergency situations and to be proactive in difficult circumstances
- Comply with all policies of Union Commonwealth University and the Department of Athletics.
- Participate in community and campus life opportunities.
- Perform all other duties as assigned by the Assistant A.D. External Operations

Minimum Qualifications:

- Bachelor's degree from an accredited college or university.
- Valid Driver's License
- Must be enrolled at Union Commonwealth University in the master's program.
- Must remain in good academic standing and have no disciplinary issues at the College.
- Must be able to get along well with others.
- Must attend all training and team meetings.

Additional Requirements:

- Criminal Background and Motor Vehicle check required.
- Driving college vehicle when required.
- Title IX, Workplace Harassment, and FERPA training is provided to all new employees upon hire. The training focuses on Title IX and the Campus Save Act educating employees on sexual assault and harassment to be better prepared to help prevent, respond to, and report situations.

Typical Working Conditions and Unique Physical Requirements:

- Noise level is usually moderate to loud.
- Transport students in automobile,
- Frequently required to stand; walk and sit.
- Frequently required to reach with hands and arms and stoop, kneel, or crouch.
- Frequently lift and/or move up to but could be more than 25 pounds.
- May require physical effort in climbing stairs.
- Moderate exposure to physical risk.

Nondiscrimination Statement:

Union Commonwealth University (the "University") is committed to maintaining an educational, employment, and business environment free of all forms of discrimination. The University provides full and equal access to its educational services, classes, and programs without regard to and prohibits discrimination based on the protected characteristics of age (40 and older), race, color, national origin, ancestry, religion, sex (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, AIDS/HIV status, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, status as a smoker or nonsmoker, medical condition, sexual orientation, marital status, or because an individual is perceived to have one or more of the foregoing characteristics, or any other status protected by federal, state, or local laws.

The statements in this description are intended to describe the general nature and level of work being performed by individuals assigned to this classification. Examples of duties or responsibilities are not to be construed as an exhaustive list describing the duties or responsibilities required of personnel so classified. These examples are also not to be interpreted as limiting the appointing authority's ability to append or otherwise alter the duties and responsibilities of the position. The use of an individual expression or illustrations to duties or responsibilities shall not be regarded, as excluding assignment of others not mentioned which are of similar kind or quality.