



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

<b>Title:</b>	<b>Personal Trainer</b>
<b>Department:</b>	Campus Recreation
<b>Hourly Rate:</b>	\$13.00
<b>Posting Date:</b>	August 16, 2017
<b>Work Hours:</b>	15-20 hours per week; shifts based on operational need of the organization

### General Duties:

Under minimal supervision from the Fitness Coordinator, the Personal Trainer conducts fitness consultations and personal training sessions for members of the Bronco Recreation and Intramural Complex (BRIC) and completes special projects related to fitness programs and services. The Personal Trainer performs skilled tasks requiring advanced certification, specialized knowledge, prior relevant experience, and considerable independent judgment and decision-making.

### Essential Duties:

- Design and lead one-on-one personal and small group training sessions for members of the BRIC
- Conduct fitness consultations and assessments according to ACSM guidelines and ASI Campus Recreation protocols
- Demonstrate exercise techniques and provide assistance to members using the fitness facilities and equipment
- Ensure member safety and assist with implementing fitness space policies
- Assist with educational workshops and special programs related to fitness
- Promote total body health and wellness for members of the BRIC
- Prepare and submit weekly fitness reports
- Maintain open communication with the Fitness Coordinator
- Attend trainings, meetings, and workshops as required
- Maintain current knowledge of other ASI and Campus Recreation programs and services
- Maintain current certifications related to personal training including CPR/First Aid/AED
- Perform other duties as assigned

### Qualifications:

- Current American Red Cross First Aid, CPR, and AED certification
- Current personal training certification through ACSM, ACE, AFAA, NSCA, or NASM
- Must be able to lift up to 45 pounds
- Must be personable, helpful, and exhibit a positive attitude in dealing with members of the fitness center
- Ability to work majority of hours throughout the day
- Must be teachable and highly motivated to work hard and carry out job responsibilities
- Reliable, able to work with minimal supervision, and have ability to make independent decisions
- Ability to react calmly and effectively in emergency situations
- Ability to follow routine verbal and written instructions
- Ability to effectively communicate clearly and concisely, both verbally and in writing
- Ability to maintain an appropriate professional appearance and work conduct
- Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision
- Demonstrated ability to work with a diverse student population and campus community
- Ability to successfully pass a background screening as an offer of employment is contingent on background clearance

### Position Sensitivity

Based on the duties and responsibilities of this position, this position has been designated to be a sensitive position.

### Background Check

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with Associated Students, Inc., Cal Poly Pomona. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASI employees who apply for this position.

### Work Environment:

Frequently required to sit, talk and hear; manual dexterity, eye-hand coordination, and verbal communication; use of office equipment: telephones, calculator, copier and fax. Must be able to walk, stand, bend and lift up to 45 pounds.

**Employment Eligibility:**

Employment with ASI is open to any Cal Poly Pomona student who is eligible to work and has the legal right to work in the United States. In addition, the employee must be currently enrolled for at least 6.0 units (undergraduate) and 4.0 units (graduate) at the end of the add-drop period, have a minimum 2.0 GPA and be in good standing with the University. Individuals enrolled only in Extended University are not eligible for hire. Exceptions to the unit load requirement are allowed during the summer quarter and for students who have applied for graduation for the current quarter. Applications for employment are available at the ASI Human Resources Office located on the second floor of the Bronco Student Center, Room 2325 or online at <http://asi.cpp.edu/about-us/employment-opportunities/>.

**Systemwide Smoke and Tobacco Free Environment EO 1108:**

Effective September 1, 2017, the Cal Poly Pomona campus will become a smoke-free campus. Please refer to the link below for policy information.

<http://www.calstate.edu/EO/EO-1108.html>

**Mandated Reporting Requirement:**

In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the CSU Executive Order 1083, each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.

**About the Associated Students Incorporated:**

Established in 1963, Associated Students Incorporated (ASI), is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student representation at the campus and system-wide level and offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of programs and services. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.

**ASI is an Equal Opportunity Employer**