

SFSU CAMPUS RECREATION

# NOW HIRING

Student Manager for Fitness Operations

**APPLICATION DEADLINE:  
OPEN UNTIL FILLED**

To Apply: As a department under the Dean of Students area, please complete the Common Application form below in OrgSync. Please prepare to spend 30-45 minutes completing the application. Additionally, we will ask for your cover letter and resume and the attached Staff Availability Sheet to be filled out and uploaded as part of your application.

**DEAN OF STUDENTS COMMON APPLICATION**  
[https://sfsu.co1.qualtrics.com/jfe/form/SV\\_3n47J3OAeH4XELX](https://sfsu.co1.qualtrics.com/jfe/form/SV_3n47J3OAeH4XELX)



## PURPOSE

The main responsibility of the Student Manager for Fitness Operations is to help oversee the operations and management of the fitness floors in the Mashouf Wellness Center. Experience and knowledge of using various types of fitness equipment (eg, cardio, strength, free weights, etc.) is essential to this position. This person also helps provide overall development and promotion of programs, and contributes to the overall goals and values of the Campus Recreation Department.

## DUTIES AND RESPONSIBILITIES

- Educate participants and staff on safe use of all equipment on the fitness floors throughout the Mashouf Wellness Center, and enforce policies and procedures.
- Assist in the hiring, scheduling, training, supervision, and leadership mentoring of a qualified and quality Fitness Operations Staff.
- Review timesheets and provide payroll back up information.
- Organize and conduct staff meetings and staff training with Fitness Operations Staff.
- Train Fitness Operations Staff on all current responsibilities and expectations specific to the fitness floors and our department/campus.
- Maintain inventory of the equipment and report when supplies are running low or when equipment needs repair or replacement.
- Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
- Collaborate with other department and campus entities to maximize safe, efficient, and proper usage of facilities related to your Program Area (eg, working with MWC Operations, Personal Training, Group X, Risk Management, and other MWC and campus departments, etc.).
- Seek feedback for improvement of the program from participants and staff, and implement changes that will result in a safe environment for all participants.
- Maintain standardized risk management best practices and emergency procedures for your program area.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
- Regularly attend weekly Management Team Meetings, as well as the Management Team Leadership Retreat at the start of the fall and spring semester, and other required trainings and meetings as necessary.
- Hours will vary, however students may not work more than 20 hours/week during the academic semester.

## QUALIFICATIONS

- Previous leadership, coordination, or management experience is required.
- Basic knowledge of healthy exercise habits.
- Knowledge of proper usage of various types of fitness equipment (e.g., , cardio, strength, free weights, etc.)
- Strongly preferred: Previous Gym or Health Club work experience; Previous experience instructing others on the safe usage of fitness equipment and lifting techniques.
- First Aid, CPR, & AED Certified, or willing to obtain within 3 months of being hired.
- Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
- Employment may be dependent on passing a background check.
- Experience must include use of Microsoft Word, Excel, and use of standard office equipment such as photocopier and telephones.
- Demonstrated leadership skills including strong communication skills, and working in a team atmosphere.
- Must be able to work independently without direct supervision on day to day tasks.