Georgia State University

Job Specification

Job Title: Fitness Specialist

BCAT Code: 09JX37
Pay Grade: G15 FLSA Status: Exempt
Effective Date: July 1, 2009
Revision Date: July 1, 2013

General Description
Supervises and administers all aspects of the exercise room.

Examples of Duties
- Assists the Associate Director in the administration and daily operation of the Fitness Center, such as the supervision of graduate assistants, fitness testing, cholesterol, and other screenings.
- Assists in the recruitment, hiring, training and supervision of graduate assistants, practicum students and undergraduate interns.
- Coordinates the maintenance and repair of exercise equipment, such as the daily maintenance, cleaning and inspection; coordinates the purchase and update of equipment.
- Supervises the Registered Dietitians and nutrition interns in the Nutrition Counseling program.
- Supervises and administers all aspects of the exercise room and free weight area, such as the area, equipment and staff.
- Recruits, hires, trains, supervises, schedules and evaluates the fitness attendant student staff, and initiates the payroll.
- Develops, maintains and enforces standards of safety and risk management using the Facility Standards and Guidelines of the American College of Sports Medicine as a resource.
- Ensures that all staff members maintain current certifications.
- Maintains records of equipment repairs and replacements.
- Ensures that the staff has the appropriate training in universal precautions and bloodborne pathogens.
- Ensures the safe and functional layout of the equipment, and develops and enforces policies that ensure the safety of the facility for the users.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of the principles of exercise and exercise equipment.
- Knowledge of equipment inventory control, service ordering and purchasing procedures.
- Database management skills.
- Ability to read, understand, follow and enforce safety procedures.
- Ability to plan, organize and schedule the activities of staff.
- Ability to communicate effectively both verbally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree in Exercise Science, Sports Management, Recreation or a related field and four years of related experience; or a combination of education and related experience. American College of Sports Medicine Health Fitness Instructor and National Strength and Conditioning Certification preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.