

**The Ohio State University  
POSITION DESCRIPTION**

Name:	Position #:	00100712 (Active)
Employee ID:	Jobcode/Classification:	7968 Student Assistant
Effective Date: 9/17/2013	Working Title:	Recreation Asst Group Fitness

Class Indicator:	Student	Position Status:	Approved
Salary Admin Plan/Range:	STD / 01	Status Date:	11/25/2013
FLSA Status:	Nonexempt	Headcount:	25
Senior A & P:	No	Target/Hiring Range:	<del>\$7,858.15</del> to <del>\$14,13.00</del> per hour
Reg/Temp/Term:	Temporary	Long Term Closure Code:	Standby
Full-Time/Part-Time:	Part-Time	Short Term Closure Code:	Standby
Appointment Length:	52/52 Weeks	Standard Hours:	10

College/VP Office:	Office of Student Affairs	1) Reports to Position #:	00079027
Department:	D4560 Rec Sports Admin	Working Title:	<a href="#">Sr. Assoc Dir for Programs &amp; AFitness</a>
<a href="#">Services Coordinator</a>			
Position Organization:	45612 Competitive Sports & Fitness	2) Reports to Position #:	
		Working Title:	

Detailed Job Description:

Arrive thirty minutes prior to the scheduled start time of specified Group Fitness class to prepare room and prepare equipment; utilize ~~CSI~~ [NGFusion](#) to check in participants prior to each Group Fitness class; enforce OSU Department of Recreational Sports and Fitness Services policies and procedures; ensure single session participants have been swiped in and the class waiver sheet is signed; provide excellent customer service to the participants of the Group Fitness class; monitor safety level of Group Fitness participants; manage any conflicts that may arise before, during, or after any Group Fitness class; prevent class interruptions by non-Group Fitness participants entering or walking through classes that are in session; complete accident/incident reports when necessary; troubleshoot any computer, soundcart, microphone, or equipment issues as they arise; make the Fitness [Services](#) Coordinator or GAA aware if unable to fix; read all applicable comment cards; communicate with the Fitness Supervisor on duty of any conflicts or issues. [After scheduled group fitness class clear group fitness studio of group fitness equipment and activities.](#)—

Duties Description:

Duty Pct	Duty Description
100	Arrive thirty minutes prior to the scheduled start time of specified Group Fitness class to prepare room and prepare equipment; utilize <del>CSI</del> <a href="#">NGFusion</a> to check in participants prior to each Group Fitness class; enforce OSU Department of Recreational Sports and Fitness Services policies and procedures; ensure single session participants have been swiped in and the class waiver sheet is signed; provide excellent customer service to the participants of the Group Fitness class; monitor safety level of Group Fitness participants; manage any conflicts that may arise before, during, or after any Group Fitness class; prevent class interruptions by non-Group Fitness participants entering or walking through classes that are in session; complete accident/incident reports when necessary; troubleshoot any computer, soundcart, microphone, or equipment issues as they arise; make the Fitness <a href="#">Services</a> Coordinator or GAA aware if unable to fix; read all applicable comment cards; communicate with the Fitness Supervisor on duty of any conflicts or issues. <a href="#">After scheduled group fitness class clear group fitness studio of group fitness equipment and activities.</a>

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Supervises:	0 Mgrs/Dirs 0 Supervisors	0 Non-Supervisory Prof Staff 0 Support Staff	0 Students
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Minimum Education Requirement: HS Graduate or Equivalent or equivalent educ/exp  
 #1 Major: #2 Major:

Additional Education Desired:  
 #1 Major: #2 Major:

Experience:

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I have reviewed these job duties (Staff Member) Date

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Supervisor/Manager Date

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Unit Coordinator/HRP Date

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Office of Human Resources Approval Date