**Position Title:** Recreational Services Graduate Intern (Intramurals, Wellness, and Fitness Center)

- □ Graduate Assistant*
- Paid Internship*
- X Unpaid Internship*
- □ Special Project*

**Mission Statement:** Normandale Community College advances individuals' intellectual, career, and personal development by providing outstanding teaching and support.

**Institutional Outcomes:**

To accomplish our mission, we will

1. Ensure individuals complete certificates and/or degrees.
2. Prepare individuals to transfer successfully to four-year institutions.
3. Prepare individuals to perform successfully in the workforce through credit and noncredit career and technical programs.
4. Ensure students meet their educational goals.
5. Ensure students develop in the College's Core Learning Outcomes.
6. Prepare students taking development coursework to succeed at the college level.
7. Prepare individuals to participate in diverse local and global communities.
8. Identify and meet workforce training needs.

**Vision Statement:** Normandale Community College will be a recognized leader in academic excellence, student support, and community and workforce development.

**Normandale Community College at a glance:**

Normandale Community College was founded in 1968.

- Enrollment (fiscal year 2012-2013): 14,693 credit students, 3,987 non-credit students
- Fall 2013 enrollment for credit students: 9,427*
- About 43% of credit students are full-time, and about 57% are part-time*
- About 45% of students are male, and about 54% are female*
- 33% of students are 25 or older*
- 35% are students of color*

**Department Description:**

Student Life shares in the educational mission at Normandale Community College to enrich the college experience through programs and services designed to promote holistic development, leadership and civic engagement in our changing world.

**We value**

- Education experiences that assist students in understanding and celebrating their global and multicultural environments.
- Development of leaders with life and work skills to be successful in our global community.
- Initiatives and alliances with community organization, employers, and other education institutions.
- Opportunities for our students to learn from theory by engaging in practical application.
- Quality teaching, accessible programs, and supportive services that respond to the changing needs of our students and community.
- Passion in all that we do as role models for ethical behavior, educational curiosity, and acceptance.
Leadership in Student Affairs Program  
University of St. Thomas  
Graduate Assistantship or Internship Position

Our vision
Student life will be recognized as a valued partner in an integrated co-curricular component of academics.

Position Description:
As the Recreational Services Intern, responsibilities are to help with designing and implementation of recreational services and assisting in daily operation of all fitness program areas, which include; intramural sports, group fitness, personal training, and weight room. This person will help to ensure the health and well-being of the rec services patrons.

Job Responsibilities:

• Performs duties with limited supervision and is responsible for making significant independent decisions
• Provides supervision of the Recreational Sports Center and equipment safety checks to ensure the health and well-being of patrons
• Maintains nationally recognized fitness certification in personal training
• Assists with the recruiting, hiring and evaluation of all Group Fitness Instructors
• Instructs drop-in recreation patrons on proper exercise technique and equipment use
• Attends and assists in leading all mandatory staff meetings and training sessions
• Required to have knowledge and ability to teach proper use and techniques of exercise equipment
• One on one wellness and fitness coaching with patrons; discussing goals, health history, performing initial health and fitness assessments, developing fitness programs, leading personal training sessions, discussing nutrition, motivating and assisting patrons as needed in reaching their health and wellness goals
• Administers appropriate testing, including body composition and blood pressure
• Required to work a specific schedule and wear appropriate fitness professional uniform
• Remains current in CPR, First Aid, AED and is knowledgeable in all emergency procedures of Normandale Community College
• Assists the Recreational Services Coordinator with administrative work including, but not limited to: program development; management and evaluation; inventory; equipment and policy/procedure research
• Supervise and lead student workers employed with Recreational Services
• Other duties as assigned by the Recreational Services Coordinator

Professional Development:
This internship offers a flexible schedule with professional expectations, an exciting opportunity for leadership development, and the chance to create progressive change within Normandale Community College. The Intern will report to the Recreational Services Coordinator.

Qualifications:

• Excellent communication skills both oral and written
• Ability to work effectively with diverse student, faculty and staff populations
• Strong organizational abilities and time management skills
• Capacity for discretion and confidentiality when working with students and administrators
• Ability to be creative and innovative
• Demonstrated leadership skills and self-motivation
• Knowledge and experience with current administrative software: (ie: MS Word, Excel, Internet browsers, etc.)
• Ability to work flexible hours (10 hours per week)
Leadership in Student Affairs Program
University of St. Thomas
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- Fond of working in a team environment; able to work well with others under pressure
- Current CPR & First Aid certification
- Nationally recognized fitness certification (personal training, group exercise)

Start Date: Flexible

Length of Appointment: Flexible – minimum one semester

Supervisor info: Aimee Broman – Recreational Services Coordinator

Compensation/remuneration
Salary: Unpaid
  * Unpaid internship provides a valuable work experience in a student affairs or student services department/office

Benefits: N/A

Application Process
Materials needed: Cover letter, resume, and three references

Contact Information:
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Opportunity open immediately  X yes  □ no
Participating in the February LSA Visit Day 2015  □ yes  X no
Interviewing later in spring/summer 2015  X yes  □ no

* GA pays a minimum of $10,000 to cover majority of student’s tuition
* Paid internship provides a stipend from $50 – $9,999
* Unpaid internship provides a valuable work experience in a student affairs or student services department/office
* A special project is different in that the time and length of the experience is determined by the needs and completion of the project. Please denote if paid or unpaid experience in compensation section.