The University of Wisconsin-Mashfield/Wood County and the University of Wisconsin Colleges Health and Exercise Science Department invite applications for a Fitness Center Manager/Intramural Director for Fall 2014. The UW-Mashfield campus is one of 13 campuses that comprise the UW Colleges (www.uwc.edu), a freshman-sophomore transfer institution within the UW System. The UW Colleges offer an excellent liberal arts and pre-professional education for students beginning work toward a bachelor’s degree.

Position Description
1. **Teaching responsibilities will be:**
   - HES 005 (Basketball)
   - HES 016 (Beginning Tennis)

   Opportunities for other levels of instruction may be available depending on qualifications and experience of candidate. Instructor will prepare course syllabi, teach courses, and hold office hours for students.

2. **Fitness Center Manager**
   a. Supervise 8-10 work-study students hired to work in the fitness center area.
   b. Responsible for the upkeep of the fitness center and all of the equipment inside of it.
   c. Set and post hours that the center is open (with special hours designated over breaks).
   d. Responsible for recruiting new members (promotional ideas: radio, newspaper, flyers)
   e. Responsible for doing all of the paperwork involved with the new members (membership forms and or cards).
   f. Orientation of new members to the facility and equipment.
   g. Keep a current membership roster.
   h. Collect money from new members including our men’s noon hour basketball league. Write out receipts.
   i. Record and deposit fitness center money.
   j. Be on site to supervise workers a minimum of ten hours/week, 3 days/week.

3. **Work-study student supervisor for the fitness center.**
   a. Responsible for interviewing, hiring, training and supervising work study students.
   b. Coordinate weekly schedules for students.
   c. Keep track of students hours worked by approving through computerized payroll system; train students where and how to log hours in UW payroll system; assist with any questions they may have in regards to this system.
   d. Sign out keys to students who work in the fitness center.
4. **Intramural Director**
   a. Responsible for recruiting students and setting up schedules for 4-6 intramural programs. Co-ed volleyball (start in Oct. after varsity vb season) and co-ed softball (start in April-dependent on weather).
   b. Responsible for hiring officials for these activities.
   c. Responsible for supervising these activities.
   d. Responsible for having gym, football field, etc. ready for games.

**Qualifications:**
- A Bachelor’s Degree in Health and Exercise Science or closely related field
- Preference will be given to candidates with successful college teaching experience or supervisory/managerial experience.

**Appointment:**
Instructional Academic Staff appointments are given each semester, and this appointment will be for the Fall 2014 and Spring 2015 semesters of the academic year. The contract for fall begins on August 25, 2014.

**Salary**
Salary and Instructional Academic Staff rank are dependent on highest degree held and amount of experience.

**Application Deadline**
Applications will be reviewed as they are received and will be accepted until the position is filled.

**Application**
If you are interested in this position and believe you are qualified, please e-mail the following to both UW-Mashfield Associate Dean, Dr. Iddi Adam at iddi.adam@uwc.edu and Lori Galetka, Athletic Director at lori.galetka@uwc.edu
- short letter of application
- curriculum vitae
- names, phone numbers and e-mail addresses of 3 references, especially those who are familiar with your teaching
- copies of all university transcripts (official or unofficial)
- A statement of whether the applicant wishes to have the application held in confidence or made available to the public upon request. If requested, confidentiality of an application can be maintained until an applicant is deemed a finalist in the search. There is no penalty to applicants who wish to have their applications held in confidence.

For further information, please contact Dr. Iddi Adam, Associate Dean, UW-Mashfield/Wood County at 715-389-6527 or by email at iddi.adam@uwc.edu

Employment will require a criminal background check.
Employment is contingent on establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986. The University of Wisconsin Colleges is an Equal Opportunity/Affirmative Action institution committed to diversity and inclusiveness among its employees and in its programs, and actively seeks and encourages applications from women, minorities and persons with disabilities.

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THE CAMPUS:

The University of Wisconsin Colleges is the freshman-sophomore liberal arts transfer institution within the world-renowned University of Wisconsin System. The UW Colleges comprises thirteen 2-year campuses around the state, each of which offers an excellent liberal arts and pre-professional education for students beginning work toward a bachelor’s degree. UW-Marshfield/Wood County is located in the Central Wisconsin community of Marshfield, a city of 20,000, with one of the largest private medical clinics and research institutes in the nation. The campus serves approximately 650 students who enjoy individual attention and one-on-one advising from faculty and staff who are dedicated to teaching excellence. Most students transfer to a 4-year degree granting UW institution, (UW-Stevens Point, UW-Eau Claire, and UW-Madison, are common choices) or to other public or private universities. UW-Marshfield/Wood County provides community outreach through educational and cultural arts programming. Marshfield is approximately 2 ½ hours north from Madison and 3 hours east from Minneapolis. For more information about UW-Marshfield/Wood County please visit: www.marshfield.uwc.edu.