



Position: Technology and Instruction Assistant in Fitness Center

Department: Fitness Center

Employment type: Part-time, 20 hours or less

Overview: As a member of the Panther Fitness Center, the Technology and Instruction Assistant is responsible for creating engaging educational content that covers a wide range of fitness topics. The Assistant will utilize various technologies and platforms to disseminate positive, informative content that allows our community to engage with exercise and nutrition more effectively. Under the guidance of the Fitness Center Manager, the Technology and Instruction Assistant will collaborate with students and other gym staff when appropriate. This position operates as a member of the Student Affairs division.

Work Schedule:

Job Duties and Required Competencies:

Career and Self-Development:

- **Skills:** Develop professional expertise and relationships while seeking continuous learning opportunities.
- **Tasks:**
 - Identify areas for personal and professional growth and apply feedback.
 - Display curiosity and pursue opportunities for learning and development.
 - Establish and maintain relationships with mentors and professionals to support career progression.

Communication:

- **Skills:** Communicate effectively and inclusively with a diverse audience.
- **Tasks:**
 - Frame communication to accommodate various learning styles and cultural differences.

- Communicate content clearly and organize information for better understanding.
- Ask relevant questions to gather specific information from supervisors and specialists.

Critical Thinking:

- **Skills:** Apply sound judgment and problem-solving skills in a dynamic environment.
- **Tasks:**
 - Proactively anticipate needs and create a content release schedule.
 - Make decisions using inclusive reasoning and logical analysis.
 - Multi-task effectively in a fast-paced setting.

Equity and Inclusion:

- **Skills:** Promote inclusivity and adapt to diverse cultural contexts.
- **Tasks:**
 - Keep an open mind to diverse ideas and practices.
 - Demonstrate flexibility and adaptability in various environments.
 - Contribute to equitable practices and influence positive systemic change.

Leadership:

- **Skills:** Plan and manage projects while leveraging feedback to drive improvements.
- **Tasks:**
 - Plan, initiate, and evaluate educational content projects for the Fitness Center.
 - Use innovative thinking to enhance content delivery and effectiveness.
 - Apply constructive feedback to improve content formats and presentation.

Professionalism:

- **Skills:** Exhibit attention to detail and maintain a positive personal and professional image.
- **Tasks:**
 - Manage the chosen platform (e.g., YouTube) professionally, responding to inquiries and comments promptly.
 - Maintain a high standard of professionalism in all interactions and content management.
 - Act with integrity and accountability in all responsibilities.

Teamwork:

- **Skills:** Collaborate effectively with others and leverage individual strengths.
- **Tasks:**
 - Collaborate with gym staff to spread awareness of created content.
 - Be accountable for individual and team responsibilities and deliverables.
 - Employ personal strengths and knowledge to complement team efforts.

Technology:

- **Skills:** Utilize technology to enhance productivity and achieve strategic goals.
- **Tasks:**
 - Shoot, edit, and produce videos to educate users on equipment use and exercise options.
 - Use technology to improve efficiency in content creation and management.
 - Navigate and adapt to new technologies as required.

Additional Responsibilities:

- Identify and use appropriate technology for specific tasks related to content creation and management.

Required Qualifications:

- Strong interest in fitness education and multimedia content creation.
- Basic knowledge of video production and editing.
- Effective communication and organizational skills.

Additional Considerations:

- Experience with video production and content management.
- Familiarity with fitness equipment and exercise education.
- Proficiency with video editing software and online content platforms.

By fulfilling these responsibilities, you will contribute to creating engaging and educational content for the Fitness Center, support user education, and gain valuable experience in multimedia content creation and fitness education.

For more information, please contact the Federal Work Study (FWS) Program Coordinator at federalworkstudy@pvcc.edu

