

CAMPUS REC

Personal Training Student Coordinator

8-12 Hours/Week • \$17.64/Hour

(Federal Work Study accepted)

1 Position Available – Start Date: May 18, 2026

Campus Rec provides an inclusive environment where recreation and wellness opportunities inspire, empower and educate people to be positive contributors to the global community. We strive to create a healthy, happy and engaged Portland State community.

The Personal Training Student Coordinator is responsible for assisting with the development and management of the [Campus Rec Personal Training Program](#). The Personal Training Student Coordinator will act as a liaison between Campus Rec Personal Trainers and the full-time Fitness Coordinator and works closely with the Fitness & Wellbeing to complete tasks while developing and improving leadership skills.

Supervisor: Jenna Siegel, Fitness Coordinator, jesiegel@pdx.edu

Duties and Responsibilities

- Available to work a minimum of 10 scheduled office hours per week. Some weeks will require more hours, and some will require fewer hours. Office hours must be scheduled on at least three different days.
- Match potential clients, new clients, and transitioning clients with Personal Trainers based on goals, personality types, availability, etc.
- Assist with all PT staff meetings and trainings. This includes helping develop the agendas and leading portions of every training and/or meeting.
- Assist with the hiring of Personal Trainers. This includes promoting open positions, reviewing applications, scheduling and conducting interviews, and onboarding staff.
- Assist with the evaluation of Personal Trainers. This includes shadowing training sessions, auditing client files, and completing and presenting annual evaluations for Personal Trainers.
- Assist with the Personal Training Cohort, including reviewing applications and facilitating weekly cohort meetings.
- Schedule, facilitate, assess, and revise weight room orientations.
- Lead the development, staffing, scheduling, promotion, management, and assessment of fitness-related programming. This may include Women on Weights, PT Floor-staff position, CREC workshops, creation of fitness videos, Beginner Strength Hours, etc.

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- Maintain confidentiality and accuracy of client paperwork, including proper filing, documentation, scanning, shredding, and information reporting.
- Track relevant data including (but not limited to): client survey results, client interest forms, Weight Room Orientations, marketing/communications efforts, etc.
- Develop and administer annual client surveys to support Personal Trainer development and gather feedback on the Personal Training program.
- Create and maintain systems for PT office organization and management.
- Assist with equipment purchasing, maintenance, organization, and inventory.
- Maintain a thorough understanding of all policies, procedures, and risk management issues concerning the fitness facilities and programs.
- Work in conjunction with other Campus Rec departments to maintain and enforce policies, procedures, and risk management issues.
- Attend weekly one-on-one meetings with the Fitness Coordinator.
- Complete daily, weekly, and monthly tasks as outlined and discussed with the Fitness Coordinator.
- Handle any other duties or special projects assigned by the Fitness Coordinator.

Expectations

- Maintain good academic standing: minimum enrollment of 6 PSU credits for undergraduates, 5 PSU credits for graduates and minimum 2.0 grade point average undergrad and 3.0 graduate
- Commitment to Campus Rec's mission, vision, values, and commitment to equity statements
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, body sizes, abilities, and cultural backgrounds

Working Conditions

- Typical Working Hours: Hours vary; office hours must be on three different days and can be set with Fitness Coordinator approval according to your schedule. Expect to work an average of 8 hours per week, with more or fewer hours to be expected depending on the time of year. Physical presence in the Rec Center is required for a minimum of two days/week.
- Location of Work: 1800 SW 6th Ave, Portland, OR. Most job duties and responsibilities should be performed from the PT Office. Some work will occur in the weight room, functional fitness, and cardio areas.
- Type of Work: regular computer work; occasional lifting or moving of equipment
- Attire: staff shirt and nametag when leading events

Minimum Qualifications

- Nationally recognized Personal Trainer certification(s) or in the process of acquiring one.

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- Be in good academic standing: (Minimum enrollment of 6 PSU credits for undergraduates, 5 PSU credits for graduates and minimum 2.0 grade point average undergrad and 3.0 graduate)
- Demonstrates alignment with [Campus Rec's Values](#) and/or [Commitment to Equity Statement](#)
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions. These certifications can be provided at no cost to you through Campus Rec.
- Knowledge of the Rec Center weight room, functional fitness, and cardio areas.
- Ability to take initiative and work independently to complete tasks.
- Must successfully complete a background check.

Preferred Qualifications

- Proficiency in Google workspace (gmail, drive, docs, sheets, slides, forms, calendar) & MS suite (word, excel, powerpoint).
- Demonstrated leadership experience and/or previous supervisory experience.
- Previous or current experience working as a Campus Rec Personal Trainer.
- Desire to pursue a career in the health and fitness field.
- Experience working with diverse populations.
- Ability to work in this position for 1+ year (graduation June 2027 or later).
- Ideas and plans to improve or develop the Campus Rec Personal Training Program.

Application Instructions

1. Complete our [Campus Rec Application](#), a **resume**, and a **one-page cover letter** describing your interest in the position and any related experience.
 - Visit the University Career Center's [Writing a Cover Letter webpage](#) for tips on how to write your cover letter
 - Visit the University Career Center's [Writing a Resume webpage](#) for tips on how to create a resume.
2. Email **application, resume, and cover letter** (and any supplemental materials) as **PDFs** to the [Campus Rec Jobs email](#) at crecjobs@pdx.edu and Jenna Siegel at jesiegel@pdx.edu with the subject line stating "Position Name, Last Name."
3. You will receive a confirmation email that we have received your application within one week.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant by phone at 503-725-2946 or [email Chiki Kwong](mailto:ckwong@pdx.edu) at ckwong@pdx.edu.

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Performance reviews and evaluations are given 6 months for student employees. The process includes both a 30-minute review and written evaluation. Reviews are used as a professional development tool, to determine raises, to provide information for references, and can help determine corrective action regarding performance.

Performance evaluations are one of the processes of supervision, and are not intended to replace feedback received during ongoing conversations or the disciplinary process.

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.

Deadline for Application Submission: Sunday April 26, 2026 at 10pm