

CAMPUS REC

Group X Student Coordinator

8-15 hours/week • \$17.64/hour
1 position available

Start Date: Late May/Early June 2026

We accept Federal Work Study Applicants, but not required

Campus Rec provides an inclusive environment where recreation and wellness opportunities

The Group X Student Coordinator is responsible for assisting in the management and development of the Campus Rec [Group X](#) program. This is a position heavy in “behind the scenes” logistics that allow the Group X Program to run smoothly. The Group X Student Coordinator will work closely with the full-time Fitness Coordinator to complete their tasks and develop/improve management and leadership skills.

The supervisor overseeing this position is Jenna Siegel, Fitness Coordinator, jesiegel@pdx.edu.

Duties and Responsibilities

- Be available to work a minimum of 8 scheduled office hours per week (at least 5 hours in the building), scheduled on at least 3 different days, ideally distributed throughout the week. Some weeks will require
- Manage Group X scheduling software, the Group X program management, scheduling and communication software. This can include: creating and managing the schedule, updating staff information, posting notices, updating the calendar, compiling participant numbers, and managing the Sub Board/open shifts.
- In collaboration with the Fitness Coordinator, create the Group X Class Schedule by analyzing participation trends and instructor availability, each term.
- Be the first point of contact for securing substitute instructors.
- Assist with the hiring of all Group X Instructors. This includes promoting open positions, reviewing applications, scheduling and conducting interviews, assisting with making/declining job offers, and onboarding new staff.
- Assist with all Group X staff meetings and trainings. This includes managing scheduling, helping develop agendas, and leading portions of meetings and trainings when appropriate.

- Assist with the evaluation and auditing of all Group X Instructors. This includes writing evaluation drafts and being present in annual evaluations for all staff once per year, as well as attending classes and providing feedback on new instructors and formats.
- Provide weekly announcements for the Group X Instructors and class participants.
- Ensure accuracy of the Group X website and marketing materials, including creating the termly Group X Schedule on Canva.
- Support the Campus Rec marketing team with the promotion of Group X and attend marketing meetings bi weekly.
- Conduct equipment inventory, maintenance, organization, and cleaning.
- Administer and compile annual participant surveys.
- Assist with [Fitness On-the-Go](#) requests, a program for private Group X classes across campus.
- Assist as able with the instruction and/or logistics of the Group Fitness Instructor Training Course, Instructor In-services, and the Group X Mentorship Program.
- Prepare for and attend weekly meetings with the Fitness Coordinator.
- Complete daily, weekly, and monthly tasks as outlined by and discussed with the Fitness Coordinator.
- Prioritize tasks frequently according to importance and time sensitivity.
- Maintain a thorough understanding of all policies, procedures, and risk management protocols concerning the fitness facilities and programs.
- Other duties as assigned by the Fitness Coordinator.

Expectations

- Commitment to [Campus Rec's Mission and Values](#) and [Commitment to Equity Statement](#)
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, body sizes, abilities, and cultural backgrounds
- Positive attitude.
- Good communication skills.
- Ability to work with people.
- Attention to detail and strong organizational skills.
- Ability to take initiative and work independently to complete tasks.

Working Conditions

· Typical Working Hours: Hours vary; the facility is open 7 days a week and work will be done both remotely and in person. In person availability during the week to teach/attend classes, meet with Group X Instructors, and perform other on-site job duties is required. Office hours can be set according to your schedule, with Fitness Coordinator approval, and should be consistent throughout each term.

- Location of Work: Most work will occur in an office environment at ARSC 1800 SW Sixth Avenue Portland OR 97201 or remotely. Some work will occur in the ASRC multipurpose rooms or other on-site locations.
- Type of Work: May require light to heavy lifting and/or moving of equipment and physical activity/exertion when taking and teaching classes.
- Attire: Campus Rec name tag.

Minimum Qualifications

- 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)
- 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.
- Proficiency in Google Workspace (Gmail, Drive, Docs, Sheets, Slides, Forms, Calendar) & MS suite (Word, Excel, PowerPoint)
- Familiarity with the Campus Rec Group X program.
- Desire to learn about and participate in a wide variety of Group X class formats.
- **Must successfully complete a background check.**

Preferred Qualifications

- Nationally-recognized Group Fitness Instructor Certification (AFAA or ACE) or the willingness & ability to obtain one.
- Previous experience teaching Group Fitness or current Group X Instructor for Campus Rec.
- Ability to work in this position for at least 1 year (graduation date of June 2027 or later).
- Previous supervisory experience.
- Desire to pursue a career in health, fitness, recreation, or a related field.
- Experience working with diverse populations.
- Ideas and plans for improving or developing the Campus Rec Group X Program.

Application Instructions

Campus Rec | 210 ASRC - 1800 SW Sixth Avenue | Portland, OR 97201

www.pdx.edu/recreation

1. Complete our Campus Rec [Job 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 crcjobs@pdx.edu and 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.

Performance reviews and evaluations are given at 6 months for student employees and annually thereafter. 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 Submission:

Sunday, May 17th 2026 10pm