



**University of Alberta Provincial Fitness Unit
Alberta CSEP Health and Fitness Program
Program Coordinator
Employment Opportunity**

Alberta CSEP Health and Fitness Program (AB CSEP-HFP)

The Alberta CSEP-HFP is a program of the Canadian Society of Exercise Physiology (CSEP), an organization composed of professionals involved in the scientific study of physical activity, health and fitness. The program has been operating nationally since 1982 in Alberta through the Provincial Fitness Unit. The CSEP-HFP provides standardized physical activity, fitness appraisal and lifestyle counseling across Canada and supports exercise professionals through education and training. In Alberta CSEP - HFP gives recognition through Certification and Accreditation to individuals and agencies with advanced qualifications in the exercise science field.

The Position

The Provincial Fitness Unit is seeking a Program Coordinator for Alberta CSEP-HFP to handle the ongoing operations and projects of the provincial program. The CSEP-HFP Coordinator supports the Director of the Provincial Fitness Unit in Board and program functions including liaison with the Be Fit For Life Network and the Alberta Fitness Leadership Certification Association. The position demands strong organizational skills; marketing and communication skills; extensive use of data base management, as well as advanced knowledge of exercise testing and prescription. The University of Alberta offers extremely competitive Benefits Programs to its employees. Salary is commensurate with experience.

The Candidate

The candidate will possess a degree in exercise sciences with strong communication skills, both written and verbal. As well, computer skills with experience in data base management are required. Candidates will possess experience in program planning, customer service, marketing to colleges/universities, and conference and workshop management. The candidate will hold a current certification with CSEP-HFP. PFLC designation is preferred.

Thank you in advance to all applicants, however only candidates selected for an interview will be contacted. For further information and application procedures, check the University of Alberta Human Resources Web site: www.career.ualberta.ca

Please submit a cover letter and resume to:
Katherine MacKeigan, Director, Provincial Fitness Unit
Faculty of Physical Education and Recreation
University of Alberta
11759-Groat Road, 3rd Floor
Edmonton, Alberta
T5M 3K6
Fax: (780) 455-2264
Application Deadline: June 15, 2006