



# *Athletic Corporation Career Opportunity*

## *Fresno State*

### **Administrative Support Assistant II**

### **ATHLETIC CORPORATION**

Full time, at-will, non-exempt position

**Vacancy # A/341**

**Salary:** \$2,666.66 to \$3,000.00 per month

#### **General Assignment:**

Under direction of the Senior Athletics Director for Administration, incumbent provides a full range of clerical and technical support to individuals within the Athletic Department, to enhance the efficiency and accuracy of correspondence and materials, to support and assist assigned sport programs and assigned departments and to positively promote the Fresno State athletic program to other institutions and the public.

#### **Essential Functions:**

1. Provide a full range of clerical and technical support to unit managers, individuals and sport programs as assigned
2. Maintain calendar(s) for the individuals/programs to whom specifically assigned
3. Establish priorities on projects from multiple task-givers utilizing initiative, independent judgment and discretion
4. Maintain a high level of confidentiality on all aspects of the position relating to student-athletes and other relevant information
5. Accept and screen incoming calls and visitors for the individuals/programs to whom specifically assigned
6. Utilize an excellent grasp of the English language and proper business correspondence methods, independently prepare and/or edit correspondence and written materials to individuals and organizations as required
7. Receive and disseminate daily on and off campus mail
8. Assist with the assurance that operations are conducted in compliance with NCAA, Conference and University rules and policies
9. Correspond, prepare, disseminate and update sport schedules and game contracts
10. Prepare and maintain comprehensive databases on student-athletes and their parents
11. Prepare and disseminate recruiting materials
12. Periodically prepare and send mailings to mailing lists
13. Administrative support duties of a general office nature will also be assigned.

#### **Required Education, Experience, Knowledge, Skills and Abilities:**

- Thorough knowledge of office procedures, methods and practices
- Experience with office machines and computer software, including Microsoft Office, electronic mail, electronic business forms and the internet
- At least 2 years experience in a progressively responsible clerical support position
- Thorough knowledge of English grammar, punctuation and spelling, and the ability to draft accurate, professional business correspondence
- Demonstrated competence in understanding, interpreting and communicating procedures, policies, information, ideas and instructions
- Ability to work in a fast paced environment with frequent interruptions
- Excellent organizational skills
- Ability to work independently under general instruction and limited supervision on a variety of routine and complex assignments
- Ability and willingness to support the equity and diversity commitments of the department

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- Ability to work effectively with individuals of various ethnic, racial and socio-economic groups
- A history of regular attendance and positive performance evaluations

**Preferred Experience and Skills:**

- Experience working in a **Division I** athletic department

<p><b><u>Filing Deadline:</u></b> Applications received by October 14, 2014 will be reviewed for minimum qualifications and given full consideration by the hiring manager and/or search committee. Qualified applicants received after that date will be forwarded upon request to the hiring manager and/or search committee.</p> <p><b><u>Application Requirements:</u></b> A University <a href="#">Application for Athletic Corporation Positions</a>, a resume, and a list of three professional references, including telephone numbers, are required. A cover letter that addresses your qualifications for the position is required.</p>	<p><b><u>Apply:</u></b></p> <p>California State University, Fresno for the Athletic Corporation Joyal Administration Building, Room 211 5150 North Maple Avenue, JA71 Fresno, California 93740-8026 Telephone: (559) 278-2032 FAX: (559) 278-4275</p>
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Thank you for your interest in a non-faculty position at Athletic Corporation. Please note that with the exception of designated sensitive positions, applicants selected for an interview are required to respond within 72 hours to an important question regarding a conviction history. Failure to respond within this timeframe will subject you to elimination for further consideration. As an Athletic Corporation applicant, you are responsible for checking and responding to this email within the required deadline.

Background investigations will be conducted, as required, depending upon the job requirements of a position. These could include, but are not limited to, processing of fingerprints through the Department of Justice and degree and license verifications. An offer of employment may or may not be extended based upon the results of these verifications.

Pursuant to the requirements of the Immigration Reform and Control Act of 1986, any offer of employment is contingent upon verification of individual’s eligibility to be employed in the United States.

Pursuant to Executive Order 883, reasonable accommodation is to be provided upon request from an employee or applicant with disabilities, unless doing so would impose an undue hardship on the campus. What constitutes a reasonable accommodation is to be determined by the campus on a case-by-case basis after it has received the individual’s request for accommodation and engaged in an interactive process. Employees or applicants requiring reasonable accommodation should contact Human Resources directly at (559) 278-2032.

**University Information:** (<http://www.fresnostate.edu/>) Fresno State is one of 23 campuses of the California State University System. The university’s mission is to offer high quality educational opportunities to qualified students at the bachelor’s and master’s levels, as well as in joint doctoral programs in selected areas. The university serves the San Joaquin Valley while interacting with the state, nation, and world. Through transformational applied research, technical assistance, training and other related public service activities, the university builds partnerships and linkages with business, education, industry, and government. The university competes athletically in Division I FBS and is a member of the Mountain West Conference.

The current enrollment is just over 21,300 students from diverse backgrounds, which creates a culturally rich environment. The campus, which has been designated as an arboretum, is spread over 1400 acres. Metropolitan Fresno, with a multi-ethnic population of over 600,000 is located in the heart of the San Joaquin Valley on the western edge of the Sierra Nevada Mountain Range. The campus is within easy driving distance of San Francisco, Los Angeles, Yosemite, Kings Canyon, Sequoia National Parks, the Monterey Peninsula, Lake Tahoe, beaches, sailing lakes and numerous ski resorts. Fresno boasts one of the most reasonable housing markets in California and offers a wide array of locally grown fruits and produce.

The Athletic Corporation of CaliforniaStateUniversity, Fresno is committed to Equal Employment Opportunity and Affirmative Action. Applicants will be considered without regard to sex, race, color, religion, national origin, sexual orientation, marital status or disability. The Athletic Corporation actively seeks and encourages applications from members of all underrepresented groups. The Athletic Corporation is committed to providing equal opportunities to men and women CSU students in all campus programs, including intercollegiate athletics. The Athletic Corporation is associated with the University; however, employees of the Corporation are not employees of the University or the State of California.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, crime report statistics are available at <http://www.csufresno.edu/police/report.htm>.

**Call the Fresno State Athletic Corporation Jobline (559) 278-2383 or <http://jobs.fresnostate.edu>, to receive an application or current listing of all available AthleticCorporation and University staff employment opportunities.**