



Athletic Corporation Career Opportunity

Fresno State

ASSISTANT DIRECTOR OF COMMUNICATIONS

ATHLETIC CORPORATION

Full time, at-will, exempt, 12-month position

Vacancy # A/356

Salary: \$3,000.00 to \$3,333.33 per month, plus full benefits

General Assignment:

The Assistant Director of Communications serves as a liaison between the Athletics Department, the media, and the campus office of University Communications. This position is an entry level position and responsible for publicity and information for the women's volleyball and softball programs in addition to other assigned sports to be determined. This position includes responsibilities for game day media operations, the preparation of game notes, and maintenance of statistical information and also coordinates the preparation of media coverage for award nominations. The position requires the incumbent to work effectively with staff to ensure appropriate media coverage is prepared. This position is responsible for writing press releases, producing media guides, updating the website, producing game programs and other materials to help promote the teams and student-athletes. The position works closely with producers and broadcasters on telecasts of Fresno State events. This position works with marketing, video production, new media and other external department staff to deliver a consistent message to all parties.

Required Education, Experience, Knowledge, Skills and Abilities:

- Bachelor's degree from an accredited four-year college or university in a related field
- One year equivalent experience in collegiate or professional sports communications setting as an intern, student or graduate assistant or full-time employee
- Proficient in the use of Microsoft Office, Adobe Creative Suite
- Strong oral and written communication skills
- Knowledge of StatCrew sports statistics software
- Strong knowledge of social media platforms (Facebook, YouTube, Instagram, Twitter, Snap Chat, etc.)
- Ability to:
 - strictly adhere to NCAA, MW and athletic department rules and regulations
 - work in a flexible, collaborative manner in a fast-paced environment with frequent interruptions while under pressure of meeting deadlines; travel with teams as needed
 - perform job assignments by working extended 8-hour workdays and weekends, which can also include holiday's
 - collaborate with other staff members to enhance the online image of Fresno State
 - apply effective listening, writing and oral skills and competence in interpreting and communicating procedures, policies, information, ideas and instruction
 - support the department's commitment to equity and diversity, as well as perform all duties with integrity and professionalism
 - establish and maintain effective working relationships with faculty, staff, and the general public from diverse ethnic, cultural, and social-economic backgrounds

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Preferred Knowledge, Skills and Abilities:

- Experience in a Division I Intercollegiate setting
- Knowledge of latest media relations/communications trends and practices
- Communicate with Assistant AD regarding all communications needs for teams, coaches and student-athletes
- Maintain basic knowledge of all sports

Filing Deadline: **April 30, 2015**

Application Requirements:

A university [Application for Athletic Corporation Positions](#) form, a resume, and a list of three professional references, including telephone numbers, are required along with a cover letter that addresses your qualifications for the position.

Apply:

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

(The Athletic Corporation application form may be found at <http://jobs.fresnostate.edu/athletic.shtml>.)

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: (or website: <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 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 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 Athletic Corporation and University staff employment opportunities.