



Athletic Corporation Career Opportunity

California State University, Fresno

Events and Facilities Coordinator

ATHLETIC CORPORATION

Facilities

(Full-time, regular, exempt, 12-month appointment)

Vacancy # A/336

Salary: 3,120.00 per month,
plus full benefits

General Assignment:

Reporting to the Director of Facilities and Director of Events, the incumbent will be responsible for assisting with facilities and events operations of the Athletic Department for all events that take place in athletic facilities, including events held in athletic facilities by non-athletic, on campus groups and outside organizations.

The essential functions of the job include:

- Hands-on facility maintenance, cleaning, and upkeep of assigned athletics facilities – manual labor required
- Assisting with the planning, coordination, and monitoring of all events in athletics facilities as assigned.
- Setup and tear down for assigned athletics events
- Assisting in assigning and scheduling of part time and temporary help
- Being present at selected events to serve as event supervisor
- Assisting in scheduling routine maintenance of facilities
- Coordinates facility preparation with the Director of Facilities and event preparation with the Director of Events
- Overseeing facilities as assigned for safety and compliance with Americans with Disabilities Act and the overall maintenance and condition of the facilities
- Maintaining payroll information on temporary and part-time event and facility staff and process it through the Athletic Business Office as required
- Serving as liaison between the Ticket Office and Marketing Office in dealing with special promotions in athletic facilities
- Serving as liaison between Grounds and Plant Operations when dealing with facilities issues
- Maintenance of attendance records for all events and complete survey of facilities, event staff evaluations and incident reports as required
- Other related duties as assigned

Required Education, Experience, Knowledge, Skills and Abilities:

- High school graduation or GED
- Possession of good interpersonal skills, professional tact, and the ability to interpret complex concepts and effectively communicate them to educate others
- Ability to work a flexible schedule including evenings and weekends
- Ability to:
 - work efficiently in a busy environment while maintaining a professional and courteous attitude in stressful situations
 - work effectively with individuals from diverse ethnic, cultural, and socio-economic backgrounds
 - establish and maintain good relationships with coaches, staff, and administration

- apply good judgment, discretion and initiative in performing duties
- prioritize assignments with conflicting deadline
- support the equity commitments of the department

Preferred Specialized Skills:

- Experience in NCAA regulation field lining and painting
- Two years' work experience in an athletic event coordination environment in multiple venues
- Experience in coordination of safety and traffic for large crowds
- Experience with facility maintenance, upkeep, setup and staffing
- Working knowledge of facility setup according to collegiate rules specifications
- Experience in the assignment and supervision of part-time and temporary staff
- Computer literate

Filing Deadline:

July 31, 2014

Application Requirements:

A University [Application for Athletic Corporation Positions](#), 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) 278-2383
FAX: (559) 278-4275

All forms are available on-line at <http://jobs.fresnostate.edu/>

IMPORTANT NOTICE TO APPLICANTS: Thank you for your interest in a 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 a Fresno State 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.csufresno.edu/>) California State University, Fresno 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, and 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 California State University, 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>.

To view a current listing of all available Fresno State Athletic Corporation and University staff employment opportunities and locate a downloadable application go to <http://jobs.fresnostate.edu>