



# *Athletic Corporation Career Opportunity*

## *California State University, Fresno*

### **EXTERNAL RELATIONS COORDINATOR**

### **ATHLETIC CORPORATION**

#### **External Relations**

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

**Vacancy # A337**

**Salary: \$3,333.33 per month**

#### **General Assignment:**

The External Relations Coordinator serves as the office manager for the departments of Communications, Marketing, New Media and Video Production. This position will report to the Assistant Athletics Director for External Relations. The position requires the incumbent to work effectively with staff to ensure appropriate office assignments are prepared. This position is responsible for coordination of all donation requests, student-athlete appearance requests and the representative with the Student-Athlete Advisory Committee. This position fulfills budget requests and payments, and oversees conference championships and press credentials. This position provides office oversight and maintains historical archives and department policies. This position works with 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 full-time equivalent experience in collegiate or professional sports setting
- Proficient in the use of Microsoft Office, Adobe Creative Suite
- Strong oral and written communication skills
- Thorough knowledge and understanding of terminology and statistics used in intercollegiate sports
- Knowledge of web page design and layout
- Strong knowledge of social media platforms (Facebook, Youtube, Instagram, Twitter, 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
  - perform job assignments by working extended 8-hour workdays and weekends
  - 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

#### **Preferred Knowledge, Skills and Abilities:**

- Experience in a Division I Intercollegiate setting
- Master's degree from an accredited college or university
- Maintain basic knowledge of all sports

**Filing Deadline:**

**August 4, 2014**

**Application Requirements:**

A University [Application for Athletic Corporation Positions](#), 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 recommended.

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

**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

**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 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.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.

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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>**