



## *Athletic Corporation Career Opportunity California State University, Fresno*

**ACADEMIC ADVISOR/ACE/Tutor COORDINATOR**

**ATHLETIC  
CORPORATION**

(Full-time, at-will, regular position)

**Vacancy # A339**

**Salary:** Commensurate with experience,  
plus full benefits

### **General Assignment:**

Under the general supervision of the Director - Student-Athlete Services, the incumbent is responsible for understanding and interpreting relevant university, NCAA and MWC policies to provide academic, graduation, eligibility, career, and personal advising for student-athletes; providing regular academic and athletic eligibility progress reports to coaching staff; teaching new student orientation courses on academic success strategies; and providing academic and eligibility information to prospective student-athletes and parents, and other duties as assigned. As ACE /Tutor Coordinator, the incumbent will collaborate with Services for Students with Disabilities and other support service providers on campus and within athletics to review diagnostic testing results and to develop and implement policies and programs that provide enriched student-athlete academic support for student-athletes with documented education-impacting disabilities and others who are determined to be at-risk. Specifically, the ACE/Tutor Coordinator will manage a learning skills program that emphasizes early identification of academic concerns, makes appropriate and effective referrals, builds confidentiality safeguards, develops needed academic support programs and monitors student-athlete progress, while fostering academic accountability. The focus will be on promoting the successful academic and personal transition of student-athletes to a competitive, university environment and the development of autonomous, independent learners. They will also be responsible for managing the athletic tutorial program and will provide comprehensive academic assistance to an assigned group of student athletes.

### **Essential Functions:**

- Collaborating with all members of the Student-Athlete Services Unit regarding tutoring/ needs and tutoring schedules
- Collaborating with the University Tutoring Program and Disability Services Office to utilize services efficiently, and maintain policies consistent with those of the University tutoring and learning assistant program
- Managing the recruitment, interviewing, and hiring of potential tutors and learning assistants
- Coordinating and implementing required training for all tutors and learning Assistants
- Working with department heads and professors to recruit potential tutors and learning assistants
- Communicating regularly with athletic department tutors and learning assistants
- Assist with managing payroll for all tutors and learning assistants
- Communicating with student-athletes regarding tutoring and learning assistant needs
- Evaluating tutors and learning assistants on a regular basis
- Providing end of semester and end-of-year statistical information to the Director of Student-Academics Services and the head coach on the performance of assigned group of student-athletes
- Assisting in development and implementation of appropriate study strategies.
- Monitoring student athletes' academic progress to ensure they meet all NCAA, MWC and Fresno State academic rules of eligibility
- Assisting with the preparation of the annual NCAA APR Report

- Conducting recruiting meetings with prospective student-athletes per coaching staff requests.
- Functioning in a fast-paced environment and have the ability to work flexible hours and some weekends.
- Other duties as assigned by the Director of Student-Athlete Services

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

- Possession of a bachelor's degree from an accredited institution
- Commitment to academic integrity and compliance with University, conference and NCAA regulations
- Previous experience working with college student-athletes
- Ability to:
  - relate effectively with adult student learners, coaches, staff and faculty from diverse ethnic, cultural and socio-economic backgrounds
  - make appropriate independent judgments when applying existing rules, procedures and guidelines in a variety of circumstances
  - interpret, apply, and communicate program rules and regulations
  - work some evening and weekend hours
  - assist student-athletes in course selection for regular and summer sessions
  - maintain a courteous and professional attitude in stressful situations
  - present clear and concise information both orally and in writing
- Effectively utilize a web based environment and basic computer software applications (MS Office)
- A history of regular attendance and positive performance evaluations

**Preferred Education, Experience and Knowledge:**

- Masters' degree in educational psychology, special education or similar advanced course of study
- Working knowledge/experience with NCAA Division I rules and regulations, especially academic eligibility policies and procedures
- Academic advising experience for college level students
- Progressively responsible professional experience in special education or disabilities-related service
- Demonstrated knowledge/experience with legislation and/or best practices related to education-impacting disabilities
- Previous intercollegiate student-athlete or coaching experience
- Teaching experience at the high school or collegiate level
- Working knowledge of database computer applications and computer assisted instruction software

**Filing Deadline:**

**August 13, 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 required.

**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

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.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>**