



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

### **ACADEMIC ADVISOR**

### **ATHLETIC CORPORATION**

(Entry and Senior level positions will be filled from this recruitment)

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

**Vacancy # A351**

**Salary:** \$3,116 to \$3,333 per month,  
depending on experience, plus full  
benefits

#### **General Assignment:**

Under the general supervision of the Director for Student-Athlete Services, the Academic Advisor 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; assisting with study hall services; 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.

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

- Possession of a bachelor's degree from an accredited institution and four years of full-time work experience advising in an NCAA Division I institution, or possession of a master's degree from an accredited institution and one year of full-time or two years part-time as a GA or Intern work experience advising or in an NCAA Division I institution or in the California State University system.
- Previous advising experience working with Division I student-athletes.
- Knowledge of
  - NCAA rules and regulations
  - Basic computer software applications such as Microsoft Word for Windows and Excel
- Ability to:
  - interpret, apply, and communicate program rules and regulations
  - assist student-athletes in course selection for regular and summer sessions
  - work a flexible schedule, including some evening and weekend hours
  - utilize computer applications to regularly monitor student-athlete academic progress toward graduation and their NCAA/MWC academic eligibility
  - effectively utilize a web based environment and basic computer software applications (MS Office)
  - make appropriate independent judgments when applying existing rules, procedures and guidelines in a variety of circumstances
  - relate effectively with adult student learners, coaches, staff and faculty from diverse ethnic, cultural and socio-economic backgrounds
  - present clear and concise information both orally and in writing
  - provide commitment to academic integrity and compliance with University, conference, and NCAA regulations
  - maintain a courteous and professional attitude in stressful situations
- A history of regular attendance and positive performance evaluations.

**Additional Educational and Experience Requirements for Senior Academic Advisor:**

- Master's degree and two years full-time work experience advising in an NCAA Division I institution
- Previous advising experience working with Division I football and/or Men's basketball student-athletes

**Preferred Education, Experience and Knowledge:**

- Working knowledge/experience with NCAA Division I rules and regulations, especially academic eligibility policies and procedures
- Understanding of and ability to coordinate NCAA data collection (APR and GSR)
- Demonstrated experience with life skills, student development programs
- Working knowledge of database computer applications (CAI, PeopleSoft) and computer assisted instruction software, such as BlackBoard

**Filing Deadline:**

**April 10, 2015**

**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>.

**Visit the Athletic Corporation website at <http://jobs.fresnostate.edu>, to print out an application or to view current listing of all available Athletic Corporation and University staff employment opportunities.**