



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

**GRADUATE INTERNSHIP,  
WOMEN'S BASKETBALL  
(Two-year Program)**

**ATHLETIC CORPORATION**

**REPOSTED WITH CHANGES**

**(Full-time, exempt, at-will, 12-month per year program)**

**Vacancy # A360**

**Salary: \$1,250.00 monthly stipend**

## **Internship Description**

Fresno State Athletics Department is accepting applications for one full-time, 12-month (September - September) internship for Women's Basketball. This internship position is designed to expose the intern to, and develop skills in all aspects of operations and administration for the Women's Basketball program while observing the principles of the Athletic Department's Mission Statement and its policies and procedures, as well as the rules and regulations of the university, the Mountain West Conference and the NCAA. During these internships, the individuals will gain an understanding of the philosophy and objectives of an intercollegiate athletics program.

## **General Assignment**

Under the direction of the Head Women's Basketball Coach, the intern will provide assistance in operations and administration for the California State University, Fresno Women's Basketball team while observing the principles of the Athletic Department's Mission Statement and its policies and procedures, as well as the rules and regulations of the university, the Mountain West Conference and the NCAA. The internship will assist with all facets of the day-to-day administrative aspects of the Women's Basketball program. This includes the coordination of business operations (reimbursements, travel applications, direct pays, etc), communication with on and off campus personnel, scheduling of necessary facility needs, and event coordination activities. The intern will assist with maintaining and organization of the program's databases used for recruiting, alumni, and other necessary contacts. The intern will also assist with the administrative aspects of the recruiting process, including the mailing of recruiting information, planning campus visits of the prospective student-athletes and other necessary duties. All assignments will be limited as per NCAA rules and regulations. The intern will complete daily administrative paperwork for the program and attend departmental meetings.

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

- Bachelor's degree from an accredited four-year institution by July 1, 2015
- Playing, coaching, or support staff experience at the collegiate level
- Strong written and oral communication skills
- Ability to communicate and work effectively with enrolled student-athletes, administrators, alumni and the campus community
- Ability to:
  - learn the National Collegiate Athletic Association (NCAA) rules and regulations
  - support the gender goals of the university
  - work in an ethnically, racially, and socio-economically diverse workplace
  - maintain a courteous and professional attitude

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

- Acceptance (or anticipated acceptance) into a graduate program at Fresno State
- Ability to use Photoshop or InDesign to assist in creating recruiting materials
- Ability to use Excel, Windows Database and Mail Merge components

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<p><b><u>Filing Deadline:</u></b>  <b>July 31, 2015</b></p> <p><b><u>Application Requirements:</u></b>  A University <a href="#">Application for Athletic Corporation Positions</a>, 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.</p>	<p><b><u>Apply:</u></b>  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</p>
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**(Application available online at: <http://www.fresnostate.edu/adminserv/hr/jobs/athletic.html>)**

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 23,000 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.**