



Athletic Corporation Career Opportunity California State University, Fresno

COORDINATOR OF PLAYER PERSONNEL/FOOTBALL

ATHLETIC CORPORATION

(Full-time, at-will, 12-month appointment)

Vacancy # A362

Salary: \$5,000 to \$5,833.33 per month,
Commensurate with experience,
plus full benefits

General Assignment:

Under direction of the Head Football Coach, the incumbent will manage the day-to-day operations of football recruiting, including the budget, advise the head coach and assistant coaches on all administrative areas involving recruiting and oversee all administrative recruiting duties. This position will coordinate all on-campus recruiting functions for potential football student-athletes. This position will be the center of all inquiries and questions about Fresno State Football recruiting from the public. This position will work directly with the head coach and football staff with any and all matters in regards to on-campus recruiting. This position shall have a strong working knowledge and understanding of all NCAA rules and regulations regarding compliance issues.

Duties:

- Coordinate on-campus recruiting
- Oversee football recruiting budget
- Oversee football scholarship numbers
- Set up official and unofficial visits/recruiting weekends
- Organize and manage Bulldog football websites
- Prospective student-athlete academic support
- Assist camp director with Summer High School camps
- Community service coordinator
- Incoming student-athlete support
- Manage internal and external organizational relationships

Required Education, Experience, Knowledge, Skills and Abilities:

- Bachelor's degree and two (3) years of progressively responsible relevant experience.
- A strong working knowledge and understanding of all NCAA rules and regulations regarding compliance issues.
- Football coaching experience and/or playing experience and/or administrative experience.
- The ability to compare and organize prospective student-athletes into priority lists. Maintain correspondence with a large number of prospects: e-mail, letters, phone.
- Ability to communicate at a high level and the ability to work well with many people.
- Demonstrated experience with a recruiting database
- Requires use and operation of computer software: Microsoft Office, Photo/Video Programs, Email, recruiting database software and Black Berry software.
- Ability and willingness to support the equity and diversity commitments of the department.
- Ability to work effectively with individuals of various ethnic, racial and socio-economic groups.

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- A history of regular attendance and positive performance evaluations

<p><u>Filing Deadline:</u> July 20, 2015</p> <p><u>Application Requirements:</u> 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.</p>	<p><u>Apply:</u> 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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(The Athletic Corporation application form may be found at <http://jobs.fresnostate.edu/athletic.shtml>.)

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: (<http://www.fresnostate.edu/>) Fresno State 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 ski resorts. Fresno

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.



*Athletic Corporation Career Opportunity
California State University, Fresno*

boasts one of the most reasonable housing markets in California and offers an array of locally grown fruits and produce.

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