



# Athletic Corporation Internship Opportunity California State University, Fresno

**EVENTS AND FACILITIES INTERN** **ATHLETIC CORPORATION**

**(Full-time, exempt, at-will, 10-month appointment)**

**Vacancy # A364**

**Salary: \$1,200.00 monthly stipend**

### Internship Description

Fresno State Athletics Department is accepting applications for a 10-month internship in the Fresno State Athletics Events and Facilities Department. This position will report to the Director of Events. This internship is designed to expose the individual to all events that take place in athletic facilities, including events held in athletic facilities by: non-athletic, on campus groups, and outside organizations.

### Responsibilities include, but are not limited to:

- Being present at selected events to serve as event supervisor
- Assisting with the planning, coordination, and monitoring of all events in athletics facilities as assigned
- Setup and tear down for assigned athletics events
- Assist with assignment and scheduling of part time and temporary help
- Overseeing facilities as assigned for safety and compliance with Americans with Disabilities Act and the overall maintenance and condition of the facilities
- Coordinates facility preparation with the Director of Facilities and event preparation with the Director of Events
- Hands-on facility maintenance, cleaning, and upkeep of assigned athletics facilities – manual labor required
- Assisting in scheduling routine maintenance of facilities
- Other related duties as assigned.

### Required Qualifications

Bachelor’s degree from Accredited College or University (or current progress towards degree if internship fulfills graduation requirement). Prior Facilities & Operations experience preferred. Applicant must be competent in Microsoft Word, Excel, and Power Point. Strong oral and written communication skills, ability to work under pressure, and maintain a professional demeanor.

<p><b><u>Filing Deadline:</u></b></p> <p><b>To receive full consideration, all application materials must be received by August 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.**