



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

## **ATHLETIC EQUIPMENT ATTENDANT I**

## **ATHLETIC CORPORATION**

(Full-time, at-will, non-exempt, 12-month position)

**Vacancy # A/366**

**Salary: \$2,773.33** per month,  
plus benefits

### **General Assignment:**

Under direction of the Head Equipment Manager, the incumbent will be responsible for assisting with the operation of the athletic equipment room(s) for sports as assigned, assist with ordering team uniforms, apparel and equipment; inventory control and maintenance; washing, mending and caring for apparel; maintaining athletic equipment in good order for safety and effective performance; assigning uniforms and equipment to team members and recovery of materials assigned. This position has a flexible work schedule; some evenings and weekends are required.

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

- High School diploma or GED
- Basic knowledge of ordering/buying and procedures
- Basic knowledge of inventory control and maintenance
- Ability to work a flexible schedule, including evening & weekend hours
- Demonstrated ability to:
  - handle multiple tasks and work with minimal supervision
  - work effectively with individuals from diverse ethnic, cultural and socio-economic backgrounds and project a professional attitude
  - learn quickly the names and types of athletic equipment and apparel
  - compare names and numbers rapidly and accurately
  - post and keep simple records.
  - sort, maintain and inventory supplies
  - mend and do simple sewing by hand and machine
  - read and write at a level appropriate to the duties of the position
  - ability to move and handle equipment that can be bulky and awkward
- A history of positive performance evaluations

### **Preferred Qualifications:**

- Experience using Assistant Coach Systems for inventory program
- Certification in the Athletic Equipment Managers Association
- One year of experience working in a Division 1 Athletic Equipment Room

*(Continued on back page)*

**Filing Deadline:****October 1, 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) 278-2383  
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.

A background check (including a criminal records check) must be satisfactorily completed (as determined by the Athletic Corporation) before any candidate can be offered a position with the Athletic Corporation. Failure to satisfactorily complete or pass the background check may be the basis for rescinding an offer of employment and/or affect the continued employment of current Athletic Corporation employees who apply for posted positions identified as sensitive.

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 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>.

**Call the Fresno State Athletic Corporation Jobline (559) 278-2383 or <http://jobs.fresnostate.edu>, to receive an application or current listing of all available Athletic Corporation and University staff employment opportunities.**