



# *Athletic Corporation Internship California State University, Fresno*

**INTERNSHIP FOR WOMEN'S TENNIS**

**ATHLETIC CORPORATION**

## **One-Year Program**

10-month per year program

**Vacancy # A384**

**Salary: \$2,000 per month stipend**

### **Internship Description**

Fresno State Athletics Department is accepting applications for one full-time, 10-month (August-May) internships for Women's Tennis. This internship position is designed to expose the intern to, and develop skills in, aspects of coaching and recruiting for a university tennis 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 this internship, the individual will gain an understanding of the philosophy and objectives of an intercollegiate athletics program.

### **General Assignment**

Under the direction of the Head Tennis Coach, the graduate intern will provide assistance in coaching and recruiting for the California State University, Fresno women's tennis 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 and the NCAA. Coaching assignments will include on-court coaching in an individual as well as team practice format; assisting in conducting, planning, and preparing tennis and conditioning practices; and coaching at away matches while also being in a supervisory capacity. The intern will be required to compete with Division I student-athletes in practice and put them in unique match play situations on a daily basis. The intern will coordinate travel arrangements for the team, assist with the scheduling of matches and practices, 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, 2016
- Strong written and oral communication skills
- Ability to communicate and work effectively with enrolled student-athletes, administrators, alumni and the campus community
- Ability to:
  - scout opponents and provide coach and players with effective and detailed game plans
  - learn the National Collegiate Athletic Association rules and regulations
  - support the gender goals of the University
  - maintain a courteous and professional attitude

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**Filing Deadline:****July 29, 2016****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 strongly recommended.

**Apply:**

California State University, Fresno  
for the Athletic Corporation  
Joyal Administration Building, Room 164  
5150 North Maple Avenue, JA71  
Fresno, California 93740-8026  
Telephone: (559) 278-2032  
FAX: (559) 278-4275

(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:** (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-A and is a member of the Western Athletic 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>.

**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.**