



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

## **Assistant Women's Golf Coach (Part-Time)**

### **Women's Golf Vacancy #A389**

#### **Compensation:**

\$13.00 per hour. Salary will be based on experience and qualifications. This position is not eligible for benefits. This is a part-time (equivalent up to 25 hours per week), non-exempt position. Athletic Corporation employees are at-will.

#### **Position Summary:**

Under the direction of the Head Women's Golf Coach, the incumbent will be responsible for recruiting quality student-athletes in all disciplines within the guidelines of the Code of Recruitment as required by the Head Coach; coach in practice and competition student-athletes; monitor the conditioning and training of those student-athletes; teach and develop sport specific skills and strategies to enhance the athletic performance of those student-athletes; assist in the success of team performance and eligibility criteria; organize and direct local, regional and/or national meets as required; enforce written team rules and expectations including while traveling and on and off campus conduct; comply with NCAA, Conference and University rules and policies; assist in the monitoring and maintenance of academic progress and eligibility of team members, and in the coordination of team travel as needed; if applicable, prepare data and reports as necessary in support of the NCAA, Conference and University rules compliance; assist in the promotion of fund raising activities; assist in Title IX and diversity outreach.

#### **Primary Duties:**

- Assist with the development and supervision of the student-athletes in the Women's Golf program.
- Assist with recruiting quality student-athletes under the guidelines established by the University, the NCAA, and the Mountain West.
- Assist with budgetary responsibilities including recruitment, team travel, and equipment.
- Participate in community fund-raising efforts and public relations.
- Assist with organizing, conducting, and supervising all practices, matches and tournaments.
- Monitor student-athlete academic progress.

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

- Excellent interpersonal and communication skills
- Excellent organizational skills
- Ability and willingness to support the department's equity commitments
- Demonstrated ability to work effectively with individuals from diverse ethnic, cultural and socio-economic backgrounds and project a professional attitude

#### **Education and Experience:**

- Bachelor's degree
- Athletic participation/coaching/professional teaching capacity in women's and/or men's golf



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### **Preferred Qualifications:**

- Knowledge of and adherence to NCAA rules and regulations
- Experience in women's and/or men's golf as a player or coach at the college level
- Ability to assist with coaching and recruiting the highly skilled student-athlete
- Public relations skills

### **Deadline to Apply:**

Application review begins on **October 16, 2016**. Position will remain open until filled.

### **Application Requirements:**

An [Athletic Corporation Application](#), 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 To:**

California State University, Fresno – Human Resources  
Joyal Administration Building, Room 211  
5150 North Maple Avenue, M/S: JA41  
Fresno, California 93740-8026  
Phone: (559) 278-2032  
Fax: (559) 278-4275

Thank you for your interest in a non-faculty position at Athletic Corporation.

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.fresnostate.edu/adminserv/police/clery/>.

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/>)

Please visit the [Fresno State Jobs webpage](#) for the Athletic Corporation Application and to view current listings of all available Athletic Corporation and University employment opportunities.



## *Athletic Corporation California State University, Fresno*

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 University's current enrollment is more than 24,000 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.