



Athletic Corporation

California State University, Fresno

Assistant Director of Player Personnel **Athletic Corporation – Vacancy #A402**

Compensation:

\$4,166.67 per month. This position includes full benefits. This is a full-time, exempt position. Athletic Corporation employees are at-will.

Overview:

Under the general direction of the Director of Player Personnel, this position will play a critical role in assisting with all aspects of recruiting. Typical duties include, but are not limited to, the following:

- Market and recruit prospects for the on-campus walk-on program. This position will be responsible for all details of this program including: advertising/promotions, player cultivation, film management, event management, registration, and oversight of all campus and NCAA policies. Oversee all meetings with potential walk-on's and also manage all relations with high school coaches regarding potential candidates.
- Supervise and train team of recruiting specialists regarding video editing, social media, mailings, transcript evaluation, database organization, game day operations as well as campus and facilities tours. Oversee and assign recruiting responsibilities to part-time support staff. Supervise the intern program and be responsible for the hiring the interns (6-15) for the recruiting office. Ability to exercise professional discretion, independent judgment and the ability to make independent decisions for the recruiting office.
- Implement of new design-related ideas (i.e. printed materials, preparation of presentations, and researching of other ideas to market Fresno State Football).
- Coordinate logistics for all recruiting related events on and off campus including official visits, unofficial visits, junior days, game days, and summer camps.
- Manage relationships between high school and junior college head coaches and Fresno State Football. Keep open lines of communication, respond to emails, direct player film requests to the proper assistant coach, schedule times for visits, and oversee game day ticket process.
- Create and implement a marketing calendar to recruit prospects over 75-week cycle including strategies for camps, events, and unofficial visits. Research and apply knowledge of industry best practices to maintain the highest standards.
- Manage the recruiting database, including prospect identification, prospect lists, and prospect e-mails.
- Manage the head coach's social media presence. Serve as a point-of-contact between the head coach and recruiting department.
- Assist the Director of Player Personnel with all aspects of recruiting as directed by the Sport Supervisor and Head Football Coach.
- Assist coaches with all administrative functions relating to football recruiting, including maintaining lists and charts of prospective student-athletes, tracking and assisting coaches to ensure that necessary documentation is submitted for admissions, compliance, and NCAA-related factions.
- Provide operational and administrative support as needed.
- Other duties as assigned.

Required Education, Experience, Knowledge, Skills and Abilities:

- Bachelor's degree from an accredited four-year institution
- Minimum of two years of football experience and/or work in a Division I-A athletic department and
- Demonstrated experience with a recruiting database



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- Ability to work a flexible schedule including some evenings and weekends required A strong working knowledge and understanding of all NCAA rules and regulations
- Requires use and operation of computer software: Microsoft Office, Photo/Video Programs, Email, and recruiting database software.
- Must be a team-oriented, self-motivated, hard worker and must maintain a positive attitude
- Excellent management, organizational and interpersonal skills
- Ability to:
 - Compare and organize prospective student-athletes into priority lists
 - Maintain correspondence with a large number of prospects: e-mail, letters, phone
 - Communicate at a high level and the ability to work well with many people
 - Appropriately handle confidential and sensitive information
- 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.
- A history of regular attendance and positive performance evaluations

Deadline to Apply:

Final day to apply is **March 13, 2017.**

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 By Mail:

California State University, Fresno - Human Resources
5150 North Maple Avenue, M/S: JA41
Fresno, California 93740-8026

Apply By Fax or In Person:

Joyal Administration Building, Room 211
Phone: (559) 278-2032
Fax: (559) 278-4275

Thank you for your interest in a non-faculty position with the Athletic Corporation of California State University, 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.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.



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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 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.