



# *Athletic Corporation*

## *California State University, Fresno*

### **Assistant Director of Communications** **Athletic Corporation – Vacancy #A405**

#### **Compensation:**

Salary will be commensurate with experience and qualifications. This position includes full benefits. This is a full-time, exempt position.

#### **Overview:**

The Assistant Director of Communications serves as a liaison between the Athletics Department, the media, and the campus office of University Communications. This position is responsible for publicity and information for the baseball team and other assigned sports to be determined. This position includes responsibilities for game day media operations, the preparation of game notes, and maintenance of statistical information and also coordinates the preparation of media coverage for award nominations. The position requires the incumbent to work effectively with staff to ensure appropriate media coverage is prepared. This position is responsible for writing press releases, producing media guides, updating the website, producing game programs and other materials to help promote the teams and student-athletes. The position is responsible for managing the assigned sport team's social media accounts. The position works closely with producers and broadcasters on telecasts of Fresno State events. This position works with marketing, video production, new media and other external department staff to deliver a consistent message to all parties.

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

- Bachelor's degree from an accredited four-year college or university in a related field
- Minimum of two years full-time experience in collegiate or professional sports communications
- Sports information experience working as the primary media contact for a Division I baseball program
- Proficient in the use of Microsoft Office and Adobe InDesign
- Strong knowledge of social media platforms (Facebook, YouTube, Instagram, Twitter, Snapchat, etc.)
- Thorough knowledge and understanding of terminology and statistics used in intercollegiate sports
- Strong oral and written communication skills
- Ability to:
  - Write effectively (AP Style) and produce game notes, previews, game recaps and special features
  - Strictly adhere to NCAA, Mountain West Conference and University rules and regulations
  - Work in a flexible, collaborative manner in a fast-paced environment with frequent interruptions while under pressure of meeting deadlines; travel with teams as needed
  - Perform job assignments by working extended 8-hour workdays and weekends, which can also include holidays
  - Apply effective listening, writing and oral skills and competence in interpreting and communicating procedures, policies, information, ideas and instruction
  - Support the department's commitment to equity and diversity, as well as perform all duties with integrity and professionalism
  - Establish and maintain effective working relationships with faculty, staff, and the general public from diverse ethnic, cultural, and social-economic backgrounds
- Commitment to academic integrity and compliance with University, conference and NCAA regulations
- A history of regular attendance and positive performance evaluations



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### **Preferred Education, Experience and Knowledge:**

- Knowledge of the sport of wrestling including tracking statistics
- Experience operating and managing computer statistic programs for volleyball, basketball and baseball (Statcrew)
- Knowledge of latest media relations/communications trends and practices
- Maintain basic knowledge of all sports
- Ability to communicate with the Director of Communications regarding all communications needs for teams, coaches and student-athletes
- Ability to create graphics using Adobe Photoshop

### **Deadline to Apply:**

Final day to apply is **April 5, 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

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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.

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.

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.



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**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.