



# *Athletic Corporation*

## *California State University, Fresno*

### **Director of Volleyball Operations** **Athletic Corporation – Vacancy #A407**

#### **Compensation:**

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

#### **Overview:**

The primary purpose of this position is to provide administrative support; researching, evaluating, and coordinating team travel; logistics; public relations and community service opportunities; equipment purchases; budgetary and operational support for the Head Coach of the sport. The incumbent exercises considerable judgment and discretion in the planning, and execution of travel plans as well as in negotiating terms and conditions of contracts for travel and competition, and purchase orders; researches, assists in the budget preparation process for approval by the Head Coach and the Associate AD for Business Operations, and monitors the approved sport budget. In addition, incumbent will manage social media accounts, alumni relations and events as assigned by Head Coach; help plan and execute on-campus recruiting visits. This position is responsible for approximately 15 student-athlete team members within the scope of the duties as assigned.

#### **Major duties of the job include:**

- Coordinate all team travel and logistics including:
  - Plan and execute team and staff travel at the discretion of the Head Coach and make sure all purchases are approved and reported
  - Stay under budget
  - Manage personal PRO-CARD
  - Keep staff and team on time and prepared
  - Schedule practice times at home and on the road
- Develop and coordinate all competitive and special events in coordination with the team and staff members including Sport Club, Team Building, Staff and Player Development and Community Service Events
- Manage all social media accounts, marketing, and promotions for the team
- Manage facilities and equipment
  - Keep playing equipment organized and prepared for training
  - Make sure gyms are fully prepared for practices
  - Meet incoming teams and manage equipment
  - Make sure team is keeping locker rooms clean and organized
  - Keep equipment room organized and balls inflated
- Assist in Practice Execution including setting up gym, setting and managing clocks, anticipating drill preparation and helping keep player's environment safe
- Manage all equipment orders including tracking due dates, preparing orders and approving/reporting all purchases, assisting in staying under budget
- Assist with compliance side of ACS
- Coordinate all video equipment set up, code Data Volley, and help manage player statistics and worksheets
- Provide assistance to Recruiting Coordinator including coordination of all travel and on-campus visits and logistics
- Review recruiting documentation for completeness and compliance with NCAA, MWC Conference and University policy and procedure
- Coordinate all food and beverages for team including:
  - Prepare orders on the road staying within budget and abiding by nutrition guidelines

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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- Plan meals in SMC for home matches
- Keep locker room stocked with snacks
- Alumnae Relations and Sport Club Coordinator
- Camp Assistant and Coach
- Assist in the promotion of student academic success and classroom attendance
  - Manage player schedules
- Other related duties as assigned

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

- Bachelor's degree from an accredited four year institution
- Playing and/or Operations/Assistant Coaching experience at the NCAA Division-I level
- Knowledge of NCAA policies and procedures
- Knowledge of NCAA Division I women's volleyball or event operations
- Ability to interpret and comply with University and Conference policies and procedures
- Ability to:
  - Examine procedures and strategic initiatives which will enhance assigned sport operations
  - Anticipate and organize events, travel and groups of people
  - Negotiate and schedule intercollegiate competitive events
  - Schedule and coordinate public relations events and community service activities
  - Assist recruiting travel and coordination and on-campus visits
  - Exercise mature judgment and discretion under intense pressure and short time-lines
  - Successfully coordinate all travel and logistical needs of an NCAA Division-I athletic team.
  - Travel with team to away games
- Ability and willingness to support the diversity and equity commitments of the department
- Commitment to academic integrity and compliance with University, conference and NCAA regulations
- Demonstrated ability to work effectively with individuals from diverse ethnic, cultural and socio-economic backgrounds and project a professional attitude
- A history of regular attendance and positive performance evaluations

### **Deadline to Apply:**

Final day to apply is **April 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



## *Athletic Corporation California State University, Fresno*

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.

**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.