



# *Athletic Corporation*

## *California State University, Fresno*

### **Director of Women's Basketball Operations** **Athletic Corporation – Vacancy #A408**

#### **Compensation:**

\$5,000 per month. This position includes full benefits. This is a full-time, exempt position. Athletic Corporation employees are at-will.

#### **Overview:**

The primary purpose of this position is to provide administrative support; logistics; public relations and community service opportunities; budgetary and operational support for the Head Coach of the sport. The incumbent exercises considerable judgment and discretion in negotiating terms and conditions of contracts for competition, and purchase orders; serves as academic liaison between Student-Athlete Services and the team to enhance graduation rates; researches, calculates and prepares the sport budget for approval by the Head Coach and the Associate AD for Business Operations, and monitors the approved sport budget. This position is responsible for approximately 18 student-athlete team members within the scope of the duties as assigned.

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

##### **Administrative:**

- Maintain the Practice Calendar
- Responsible to maintain accurate reimbursement records for travel and food expenses for the team.
- Coordinate all equipment orders with the Head Coach.
- Work closely with the Equipment Room Attendant and the Head Equipment Room Manager to ensure all equipment needs for practice, games, and recruiting are fulfilled.
- Complete appropriate equipment paperwork in a timely manner.
- Monitor academic process of student-athletes, including maintaining player files to help guide academic matters; updating semester schedules; coordinate practice schedules with class schedules of student-athletes; keep track of study table matters, grade checks, class checks, etc.
- Acts as the liaison with Academic Counselor needs, including tutors, special testing, special circumstances, etc. Relay any and all pertinent information the Head Coach.

##### **Recruiting:**

- Conduct research of student-athletes.
- Assist in marketing to coaches and community.
- Contact Head Coaches as permitted by NCAA rules.
- Coordinate and schedule official on-campus visits.
- Review recruiting documentation for completeness and compliance with NCAA, MWC Conference and University policy and procedure.

##### **Basketball:**

- Create a timely schedule for practice, weights, and conditioning, ensuring no conflicts with the Men's Basketball or Women's Volleyball schedules.
- Ensure adherence to the NCAA guidelines, MWC Conference, and University policy and procedure.
- Complete and submit all compliance forms (KARA logs).
- Create and complete the game schedule according to NCAA regulations.
- Obtain all necessary contracts for away games and signatures.
- Direct all home games contracts to be issued.
- Maintain an updated master schedule and updated Guarantees and home and home contracts.
- Using Synergy, distribute game film break down on Offense/Defense; breakdown film for distribution to players; transfer film to DVD for scouting purposes; fulfill any film exchange needs.
- Oversee all aspects of Camps, including individual and team camps.
- On Practice Days, keep stats and support Coaches/Film Practice/Set Up

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



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- Oversee food needs with the training table at practice.
- On Game Days, attend shoot-around and pre-game meal, assist in game set up if needed, and maintain benching stats (no coaching is permitted).

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

- Bachelor's Degree from an accredited four-year institution
- Prior experience coaching NCAA basketball
- Knowledge of NCAA policies and procedures
- Excel and Microsoft Word understanding
- Have strong communication and motivation skills
- 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
  - negotiate and schedule intercollegiate competitive events
  - schedule and coordinate public relations events and community service activities
  - edit video tape and coordinate the tape exchange program
  - exercise mature judgment and discretion under intense pressure and short time-lines
  - successfully coordinate all travel and logistical needs of an athletic team.
- Willingness and ability to work a flexible schedule with occasional night and weekend work; and to travel with the team as requested
- Ability and willingness to support the equity and diversity 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
- Ability to work cooperatively with coaches, staff, faculty, students, and members of the community
- A history of regular attendance and positive performance evaluations

### **Deadline to Apply:**

Final day to apply is **April 21, 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.

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## *Athletic Corporation California State University, Fresno*

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.