



Athletic Corporation California State University, Fresno

Equipment Operations Manager **Athletic Corporation – Vacancy #A412**

Compensation:

\$3,750 - \$4,000 per month, depending on experience and qualifications. This position includes full benefits. This is a full-time, exempt position. Athletic Corporation employees are at-will.

Overview:

Reporting to the Senior Associate Athletic Director/Business and under the general supervision of the Sport Supervisor and Head Coach, the incumbent will be responsible for all of the daily equipment needs for the assigned sports in a Division 1 collegiate environment. This position has a flexible work schedule, some evenings, weekends and holidays are required. Travel with assigned sports team will be required.

Essential Functions:

- Manage practice for the coaching staff as it pertains to equipment needs.
- Make repairs to equipment that may be broken or damaged during practice and games.
- Supervise and train team of approximately 7-20 student managers. Hire, oversee and assign responsibilities, exercise professional discretion, independent judgment and the ability to make independent decisions for the Equipment room.
- Fit sports protective equipment, such as helmets, shoulder pads, shoes and all protective equipment for maximum effectiveness.
- Assignment and recovery of apparel and equipment from team members and coaches.
- Laundry services for the team(s). This includes the retrieval of soiled laundry, cleaning and returning the laundry back to the team and coaches on a daily basis.
- Attend all practices and off season workouts as required.
- Weekly maintenance of equipment including helmets, shoulder pads, shoes and uniforms.
- Travel with the assigned sports team to all road games and will attend all home games. This will include preseason or post season games.
- Pack and move equipment over the road to ensure that equipment and apparel arrive safely and in a timely manner for coaches and athletes use.
- Preparation of the locker room for the teams while they travel and home games.
- Work with the Head Coach on placing orders for the team and coaches.
- Assist coaching staff with the recruitment of student athletes by displaying equipment and making presentations to perspective athletes and parents.
- Attend all staff meetings as required.
- Record and keep records on computerized program for Inventory control.
- Participate in annual Inventory of the equipment room.
- Other duties as assigned by the Senior Associate Athletics Director.

Required Education, Experience, Knowledge, Skills and Abilities:

- Bachelor's degree from an accredited four-year institution
- Minimum of five years full-time experience in the management of an athletic equipment room at the Division One level which includes at least two years of supervisory responsibility
- Current Member of the Athletic Equipment Managers Association
- Experience in the effective instruction, assignment and supervision of subordinates
- Experience working with computerized Inventory program
- Possession of, or ability to obtain, an American Red Cross First Aid Certificate within the first six months of employment

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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- Possession of, or ability to obtain, a California Driver’s license within the first six months of employment
- Strong knowledge of NCAA and college football rules as they apply to equipment
- Knowledge of procurement practices and principles
- Knowledge of inventory control and maintenance
- Strong oral and written communication skills
- Ability to:
 - Work a flexible schedule including nights/weekends
 - Exercise professional independent judgment and discretion
 - Advise coaching staff with the selection of team apparel and equipment
 - React effectively and quickly to crises and maintain a professional demeanor in a high stress and fast-paced environment
 - Work effectively with individuals from diverse ethnic, cultural and socio-economic backgrounds and project a professional attitude
- 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
- A history of regular attendance and positive performance evaluations

Preferred Education, Experience and Knowledge:

- Master’s degree in related field
- Athletic Equipment Manager Association Certified
- Experience working with ACS computerized Inventory program.

Deadline to Apply:

Applications received by **June 14, 2017** will be given full consideration. 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 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.

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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.