



Athletic Corporation

California State University, Fresno

Administrative Support Assistant II **Athletic Corporation – Vacancy #A424**

Compensation:

\$2,750 - \$3,000 per month. This position includes full benefits. This is a full-time, non-exempt position. Athletic Corporation employees are at-will.

Overview:

Under direction of the Senior Associate Athletics Director for Sport Services, incumbent provides a full range of clerical and technical support to individuals within the Athletic Department, to enhance the efficiency and accuracy of correspondence and materials, to support and assist assigned sport programs and assigned departments and to positively promote the Fresno State athletic program to other institutions and the public.

Primary Duties:

- Provide a full range of clerical and technical support to unit managers, individuals and sport programs as assigned
- Maintain calendar(s) for the individuals/programs to whom specifically assigned
- Establish priorities on projects from multiple task-givers utilizing initiative, independent judgment and discretion
- Maintain a high level of confidentiality on all aspects of the position relating to student-athletes and other relevant information
- Accept and screen incoming calls and visitors for the individuals/programs to whom specifically assigned
- Utilize an excellent grasp of the English language and proper business correspondence methods, independently prepare and/or edit correspondence and written materials to individuals and organizations as required
- Receive and disseminate daily on and off campus mail
- Assist with the assurance that operations are conducted in compliance with NCAA, Conference and University rules and policies
- Correspond, prepare, disseminate and update sport schedules and game contracts
- Prepare and maintain comprehensive databases on student-athletes and their parents
- Prepare and disseminate recruiting materials
- Periodically prepare and send mailings to mailing lists
- Work a flexible schedule that may include nights and weekends
- Administrative support duties of a general office nature will also be assigned

Required Education, Experience, Knowledge, Skills and Abilities:

- High school diploma or equivalent
- At least two years of experience in a progressively responsible administrative support position
- Thorough knowledge of office procedures, methods and practices
- Experience with office machines and computer software, including Microsoft Office, electronic mail, electronic business forms and the internet
- Thorough knowledge of English grammar, punctuation and spelling, and the ability to draft accurate and professional business correspondence
- Demonstrated competence in understanding, interpreting and communicating procedures, policies, information, ideas and instructions
- Excellent organizational skills

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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- Ability to:
 - Work in a fast paced environment with frequent interruptions
 - Work a flexible schedule that may include nights and weekends
 - Work independently under general instruction and limited supervision on a variety of routine and complex assignments
- Ability and willingness to support the diversity and equity commitments of the department
- 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

Preferred Education and Experience:

- Experience working in a Division I athletic department

Deadline to Apply:

Applications received by **December 4, 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 also 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.

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.

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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.

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>.