



# *Athletic Corporation*

## *California State University, Fresno*

### **Director of Football Operations** **Athletic Corporation - Vacancy #A391**

#### **Compensation:**

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

#### **Position Summary:**

Under the direction of the Head Football Coach, the successful candidate will manage all administrative duties in support of a highly visible NCAA Division I football program. Primary duties include:

- Identify and make arrangements for public relations and community service opportunities for team members and coaches
- Prepare the football budget for review and approval by the Head Coach and the Assistant Controller
- Monitor expenditures to maintain compliance with the budget
- Identify and develop travel needs and exercise judgment and discretion in the planning and execution of team travel arrangements and logistics
- Coordinate transportation methods
- Negotiate terms and conditions for transportation, lodging, and training table or per diem meals
- Initiate and sign purchase orders
- Coordinate the record student-athlete guest passes for home games
- Schedule the use of facilities for practice (home and away) and competition (home and post season) with appropriate facilities director
- Coordinate all administrative recruiting functions including: maintaining recruiting database, tracking scholarships by class and position, coordinating on-campus visit itinerary for prospective student-athletes, and ensuring compliance documentation for all recruiting tasks of the staff
- Travel with the team to away contests
- Comply with all NCAA rules in performing only duties that are not of a coaching nature

Secondary duties include:

- Assist in the monitoring of student academic success and classroom attendance
- Other operational duties as assigned by the Head Coach

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

- Bachelor's degree from an accredited four-year institution
- At least 4 years of progressively related experience, knowledge, and skills directly related to the duties and responsibilities of the position
- Ability to work a flexible schedule including nights/weekends
- Advanced knowledge of NCAA Division I operations for Football and applicable NCAA rules
- Thorough knowledge of University policies and procedures
- Advanced knowledge of office automation software and database development
- Demonstrated, highly structured organizational skills in a position with a broad scope of responsibilities
- Ability to:
  - Interpret and comply with University and Conference policies and procedures
  - Examine procedures and strategic initiatives which will enhance football operations
  - Schedule and coordinate public relations events and community service activities



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- Exercise mature judgment and discretion under intense pressure and short timelines
- Successfully coordinate all ground and air travel and scheduling needs of a Division I football team
- Support the gender and diversity equity commitments of the department
- Work effectively with individuals from diverse ethnic, cultural, and socio-economic backgrounds and project a professional attitude
- Knowledge of budgeting practices and procedures
- General knowledge of athletic academic requirements.

### **Deadline to Apply:**

Final day to apply is **December 1, 2016**.

### **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.

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



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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.