



# *Athletic Corporation Career Opportunity California State University, Fresno*

## **ACADEMIC ADVISOR**

## **ATHLETIC CORPORATION**

(Full-time, at-will, regular position)

**Multiple positions will be filled from this recruitment**

**Vacancy # A/223 –A/225**

**Salary:** Commensurate with experience,  
plus full benefits

### **General Assignment:**

Under the general supervision of the Director for Student-Athlete Services, the incumbent is responsible for understanding and interpreting relevant university, NCAA and WAC policies and providing academic, graduation, eligibility, career, and personal advising for student-athletes; providing regular academic and athletic eligibility progress reports to coaching staff; assisting with study hall services, assisting with an on-going NCAA CHAMPS/Life Skills program, including the Student-Athlete Advisory Council; assisting with administrative responsibilities; teaching new student orientation courses on academic success strategies, and providing academic and eligibility information to prospective student-athletes and parents, and other duties as assigned.

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

- Possession of a bachelor's degree in Education, Behavioral Sciences, or job-related field from an accredited institution
- Experience advising students
- Knowledge of
  - NCAA rules and regulations
  - basic computer software applications such as Microsoft Word for Windows and Excel
- Ability to:
  - interpret and apply program rules and regulations
  - assist student-athletes in course selection for regular and summer sessions
  - work a flexible schedule, including some evening and weekend hours
  - utilize computer applications to regularly monitor student-athlete academic progress toward graduation and their NCAA/WAC academic eligibility
  - maintain a courteous and professional attitude in stressful situations
  - support department and Bulldog Foundation activities that promote the university and the community
  - present clear and concise information both orally and in writing
  - effectively utilize a web based environment and Microsoft Office products
  - relate effectively with adult student learners, coaches, staff and faculty from diverse ethnic, cultural and socio-economic backgrounds
  - provide 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 educational psychology, student development or related advanced course of study
- Two years experience advising in an NCAA Division I institution **or** in the Cal State University system

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- Working knowledge/experience with NCAA Division I academic eligibility policies and procedures
- Understanding of and ability to coordinate NCAA data collection (APR and GSR)
- Demonstrated experience with life skills, student development programs
- Previous intercollegiate athlete or coaching experience
  - Working knowledge of database computer applications (CAi) and computer assisted instruction software, such as Blackboard.

**Filing Deadline:** Applications received by **May 12, 2008** will be reviewed for minimum qualifications and given full consideration by the hiring manager and/or search committee. Qualified applicants received after that date will be forwarded upon request to the hiring manager and/or search committee.

**Apply:**  
 California State University, Fresno  
 For Fresno State Athletic Corporation  
 Joyal Administration Building, Room 164  
 5150 North Maple Avenue, JA71  
 Fresno, California 93740-8026  
 Telephone: (559) 278-2032;  
 FAX: (559) 278-4275

**Application Requirements:**

Applicants must submit an [Athletic Corporation application](#), a resume, and the names, addresses and telephone numbers of at least three professional references.

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:** (or website: <http://www.csufresno.edu/>) California State University, Fresno 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-A and is a member of the Western Athletic Conference.

The current enrollment is just over 21,300 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,

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.csufresno.edu/police/report.htm>.

**Call the Fresno State Athletic Corporation Jobline (559) 278-2383 or <http://jobs.fresnostate.edu>, to receive an application or current listing of all available Athletic Corporation and University staff employment opportunities.**



## *Athletic Corporation Career Opportunity California State University, Fresno*

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.

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