



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

## **EQUIPMENT ROOM MANAGER**

## **ATHLETIC CORPORATION**

(Full-time, at-will, 12-month appointment)

**Vacancy # A/227**

Salary: \$2,792 per month, plus benefits

### **General Assignment:**

Under direction of the Head Equipment Manager, the incumbent will serve as program administrator for planning, ordering, receiving and use of athletic equipment for Olympic sports and other men's and women's sports as assigned in a Division I collegiate environment. This position has a flexible work schedule, some evenings and weekends are required and possible travel with teams to away events.

### **Essential Functions include:**

- Exercising independent judgment in overseeing the operation of an athletic equipment room
- Advising and assisting coaching staff with the selection, measurements and ordering of team apparel within the parameters of the department's vendor contract
- Identifying, assessing and negotiating the purchase of sport-related equipment
- Maintaining current and detailed knowledge of program and products currently used and likely to be purchased
- Uses knowledge of technical requirements, NCAA rules and market conditions to negotiate best prices
- Performs apparel and equipment inventory control as well as maintenance on these items to ensure their good order for safety and effective performance
- Assigning and recovery of apparel and equipment from team members participating in the budgeting process
- Supervising equipment attendants and student-workers
- Evaluating the condition of equipment
- Attending home events of sports assigned to handle the equipment function
- Performing other program management duties related to athletic equipment
- Other duties as assigned by the Head Equipment Manager

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

- Experience as an athletic Equipment Attendant or Equipment Manager, preferably at a collegiate institution
- Experience with computerized inventory control system
- Possession of, or ability to obtain, an American Red Cross First Aid Certificate within first six months
- Knowledge of:
  - sports equipment and facilities needs
  - procurement practices and principles
  - inventory control and maintenance
- Ability to:
  - effectively communicate with coaches, administrators and student-athletes
  - work a flexible schedule, including evening and weekend hours
- Ability and willingness to support the 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 work history of regular attendance and positive performance evaluations

### **Preferred Specialized Skills:**

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- Bachelor's degree in Business Administration or related field AND three years in management of athletic equipment experience which includes one year supervisory experience; OR,
- Five years experience in management of Athletic equipment which includes one year supervisory experience OR any equivalent combination of relevant experience, training and education
- Experience with Equipment Manager 2000
- AEMA Certified

**Filing Deadline: Open until filled.**

Applications received after **May 28, 2008** will be reviewed on an as-needed basis.

**Application Requirements:**

A University [Application for Athletic Corporation Positions](#), 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 recommended.

**Apply:**

California State University, Fresno  
for the Athletic Corporation  
Joyal Administration Building, Room 164  
5150 North Maple Avenue, JA71  
Fresno, California 93740-8026  
Telephone: (559) 278-2383  
FAX: (559) 278-4275

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, 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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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.**