

California State University, Fresno Athletic Corporation

PART-TIME FOOTBALL EQUIPMENT ROOM ASSISTANT

JOB ANNOUNCEMENT #21-249

POSITION SUMMARY:	Part-time, non-benefited Football Equipment Room Assistant position. Under the direction of the Assistant Athletic Director for Equipment, the incumbent will be responsible for assisting with the operation of the athletic equipment room for all football needs. This position works a flexible schedule which may include evenings and weekends and possible travel to away events.
ESSENTIAL JOB FUNCTIONS:	<p>Under the general direction of the Assistant Athletic Director for Equipment, this position is responsible for the following duties:</p> <ul style="list-style-type: none"> • Perform apparel and equipment inventory control including labeling of storage units, equipment and apparel • Keep perpetual inventory on computerized inventory program • Assign and recover apparel and equipment from team members and coaches • Launder and distribute practice gear and uniforms to coaches and athletes • Attend events or be available in the equipment room to assist with home events • Assist the Assistant Athletic Director for Equipment to keep a clean, organized and safe work environment • Other duties as assigned by the Assistant Athletic Director for Equipment
QUALIFICATIONS & EXPERIENCE:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <p>Minimum Requirements: Knowledge, Skills, and Abilities:</p> <ul style="list-style-type: none"> • Basic knowledge of sports equipment and facilities needs • Basic knowledge of procurement practices and principles • Basic knowledge of NCAA and Mountain West rules as they apply to equipment • Effective writing and verbal communication • Demonstrated ability to: <ul style="list-style-type: none"> ○ Work a flexible schedule including nights and/or weekends ○ Move and handle equipment in excess of 50 pounds ○ Work effectively with individuals from diverse ethnic, cultural and socio-economic backgrounds and project a professional attitude • Ability and willingness to support equity and diversity commitments of the department • Commitment to integrity and compliance with University, conference and NCAA regulations • Possession of or the ability to obtain a valid, current California Driver's License and a demonstrated good driving record which includes: <ul style="list-style-type: none"> ○ No more than two (2) DMV points within the last four years ○ No failures to appear ○ No DUI's within the last four years • A history of regular attendance and positive performance evaluations <p>Education and Experience:</p> <ul style="list-style-type: none"> • High school diploma or equivalent • Experience with inventory control and maintenance <p>Preferred Skills:</p> <ul style="list-style-type: none"> • Experience working as an Athletic Equipment Manager at a Division 1 institution • Experience working with ACS computerized Inventory program • Bachelor's degree • Certified member of the Athletic Equipment Managers Association
COMPENSATION:	\$14.00-\$16.00 per hour, DOE. Salary will be commensurate with education and experience.

DEADLINE:	Application review begins immediately. Open until filled. Anticipated start date is September 5, 2021.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at: https://auxiliary.fresnostate.edu/association/hr/index.html for job announcement and application. Application, cover letter, and resume can be emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988</p> <p>Application & resume may be e-mailed to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Athletic Corporation. This is not a State of California position.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.