Position Title: SPECIAL ASSISTANT TO THE DIRECTOR OF ATHLETICS (Public Affairs/Communication Specialist I)

Recruitment #: #2162

Full/Part-Time: Full-Time

Employment Type: Permanent

Bargaining Unit: R09

Salary: $2,923 - $4,740 per month Non-Exempt

Department: Athletics

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: June 8, 2017

Closing Date: June 23, 2017

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:

- A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

The main purpose of this position is to generate revenue for the Athletics Department, steward relationships with constituents, and create innovative ways to raise funds for the Basketball Excellence Fund. In addition, the position will be responsible for developing and maintaining relationships within the university, community, and the Athletics Department.

DUTIES:

- Assist with identifying, cultivating, soliciting and stewarding donors for the Basketball Excellence Fund; Make contact w/constituents to schedule meetings (cultivate)
- Sell season tickets for Basketball; Email, text, call, and meet with prospective season ticket holders for basketball
- Assist and collaborate with the Director of Athletics to solicit donations; Visit with supporters of the Men's Basketball Excellence Fund to assist with soliciting donations

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
• Renew/Sell individual, season tickets and group tickets for Basketball; Assist with creating Strategic Plans for donors of the Basketball Excellence Fund
• Assist with establishing and implementing a Strategic Plan to raise funds for BEF
• Assist with research to implement innovative programs to further enhance the Athletics Department budget
• Assist with developing written fund-raising proposals
• Perform other job-related duties and special projects as assigned.
• Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

REQUIRED QUALIFICATIONS:
• An equivalent to a baccalaureate degree which includes relevant coursework in the field
• A minimum of one year of experience in fundraising or external relations (within 3 years)
• Strong interpersonal and human relation skills, written and oral communication
• Knowledge of NCAA Division I Athletics
• Candidate must be committed to the adherence of NCAA rules and regulations.
• Ability to use sound judgment when dealing w/external and internal constituents
• Ability to work together among multiple departments/units.
• Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
• Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
• Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
• Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
• Thorough knowledge of English grammar, spelling and punctuation.
• Ability to interpret, communicate and apply policies and procedures.
• Demonstrated ability to maintain a high degree of confidentiality.
• Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
• Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
• Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
• Must be willing to travel and attend training programs off-site for occasional professional development.
• Must be able to adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
• Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS:
• Work experience in ticketing or development
• Work experience in College Athletics

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION: It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

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SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.