CSUB JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>PLAYER DEVELOPMENT COORDINATOR (Student Services Professional IA)</th>
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<tbody>
<tr>
<td>Recruitment #:</td>
<td>#2182</td>
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<tr>
<td>Full/Part-Time:</td>
<td>Part-Time (26 hours per week)</td>
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<tr>
<td>Employment Type:</td>
<td>Temporary, ends on or before August 20, 2018. Any continuation beyond August 20, 2018 is contingent upon satisfactory performance and available funding.</td>
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<td>Bargaining Unit:</td>
<td>R04</td>
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<td>Salary:</td>
<td>$2,087.80 - $2,553.85 per month (based on 26 hours per week) Non-Exempt</td>
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<tr>
<td>Department:</td>
<td>Athletics</td>
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<td>Available:</td>
<td>Immediately</td>
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<td>Special Conditions:</td>
<td>Background/ Fingerprint</td>
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<tr>
<td>Sensitive Position:</td>
<td>Yes</td>
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<tr>
<td>Posted:</td>
<td>August 10, 2017</td>
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<tr>
<td>Closing Date:</td>
<td>For priority consideration, application materials must be received by August 25, 2017, however, the position will remain open until filled.</td>
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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 assist with the enhancement of CSUB Men’s Basketball (MBB) program and support of the Athletes.

DUTIES:
- Assist with facility operations and scheduling associated with MBB
- Coordinate MBB practice schedules with visiting teams
- Coordinate MBB team events
- Assist with the coordination of all MBB internal and external programs (ticket sales, reading programs, camps and clinics)
- Assist with MBB class checks and tutor monitoring
- Responsible for supervision of players (MBB evening practice and conditioning schedules)

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.
- Responsible for the day to day operations of non-traveling MBB team members
- Assist with scheduling of Student-athlete player development
- Responsible for live stat taking during practice sessions and competitions
- Coordinate functions of locker room including cleaning, game day set up and half time set up
- Make contact with campus entities to coordinate Icardo Center and locker room needs for players
- Visit classrooms to check that MBB student-athletes are attending class
- Create documents to share with coaches to keep pertinent information documented
- Consistently communicate and meet with MBB coaching staff to keep them informed of all matters listed above
- Perform other job related duties and special projects as assigned

REQUIRED QUALIFICATIONS: Equivalent to a Bachelor’s degree from a four-year college or university and some experience in student services providing evidence of skills, knowledge and abilities listed below.

- Knowledge of NCAA Division I Athletics
- Ability to use sound judgement when dealing with external and internal constituents
- Ability to work among multiple departments/units
- Demonstrate 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
- Working knowledge of budget policies and procedures
- Ability to perform standard business math, such as calculate ratios and percentages, and make simple projections
- Ability to draft and compose correspondence and standard reports
- 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 proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, and collaborative calendaring and email software
- Working knowledge of or ability to quickly learn University infrastructure, academic and administrative structure, policies and procedures
- Knowledge and competence in Microsoft Word, Excel, and PowerPoint
- Candidate must be committed to the adherence of NCAA rules and regulations
- Regular and reliable attendance is required

PREFERRED QUALIFICATIONS:
- A Bachelor’s degree
- Experience in supporting student athletes
- Experience in Men’s Basketball operations
- Experience in College Athletics
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude

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.

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.

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.