



**ATHLETIC CORPORATION  
CALIFORNIA STATE UNIVERSITY, FRESNO  
Position Description Form**

Employee Name:	_____	Fresno State ID #:	_____
Position Title:	<u>Director of Student-Athlete Development</u>	FLSA Status:	<u>Exempt</u>
Department:	<u>Athletic Corporation</u>	Date Prepared:	<u>August 2024</u>

**POSITION DESCRIPTION**

**Overview:**

The Director of Student-Athlete Development reports to the Senior Associate Athletics Director for Sport Services. This position is responsible for assisting in oversight of Bulldog Built, Fresno State’s program to ensure the holistic development of student-athletes and aligns with the construct of the NCAA student-athlete holistic model. Responsibilities of this program include developing and implementing programming in career services, life skills, character formation and leadership development. The Director will provide support and develop programming for the diversity, equity and inclusion initiatives. This position will also assist in coordinating educational programming for student-athletes on personal branding and Name, Image and Likeness. Other duties include supporting recruiting functions for Fresno State, community engagement, SAAC and overseeing special events for student-athletes.

**Major duties of the job include:**

- Implement strategic initiatives for student-athlete development and the Bulldog Built program.
- Plan and implement career services programming including oversight of Bulldog Built web site and the development of educational elements to include resume/cover letter writing, mock interviews, networking strategies, etiquette and business acumen, etc.
- Develop calendar and plan for life skills educational initiatives addressing topics such as personal finances, nutrition, sexual assault prevention, drug and alcohol education, career exploration, networking, transition out of college, etc.
- Collaborate with other departments for student-athlete orientation and onboarding (e.g., beginning of year meetings/orientations, etc.)
- Develop educational programming and spaces for student-athletes to foster a culture of equity and inclusion.
- Serve as a liaison to student-athlete equity and engagement council and assist with implementing approved student-athlete initiatives.
- Develop educational platforms for student-athletes in conjunction with compliance, external relations and Director of NIL Strategy on Name, Image and Likeness.
- Oversee and serve as the liaison to the Student Athlete Advisory Committee and assist with implementing approved student-athlete initiatives.
- Teach ATHL 10 course to offer expanded education and preparation for success after graduation.
- Expand and execute the Alpha Dog Leadership Program for student-athlete cohorts and team specific programming.
- Administer DiSC assessment and workshop to coaches and student-athletes to enhance interpersonal skills and student-athlete's success while pursuing their degree and preparation for life after graduation
- Collaborate with campus and athletics department areas (alumni relations, sports medicine, nutrition, NIL, compliance, etc.) to maximize resources and opportunities for engagement.
- Monitor and facilitate community service opportunities and collaborate with relevant departments.



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- Support recruiting efforts by meeting with recruits and identifying opportunities for potential coordinated multi-team events.
- Lead events such as National Girls and Women in Sports Day, Student-Athlete Welcome Back and Night of Champions (student-athlete recognition event)
- Oversee and manage budget for student-athlete development, SAAC, Night of Champions, special events, etc.
- Track and compile data on engagement, participation, post-graduation careers and other trends.
- Other duties as assigned.

**Supervisory Responsibility:**

Who supervises this position:	Senior Associate Athletics Director for Sport Services.
Who is responsible for completing the performance appraisal:	Senior Associate Athletics Director for Sport Services.
What other classifications does this position supervise:	Part-time staff

**Minimum Requirements: Knowledge, Skills, and Abilities:**

**Knowledge of:**

- General knowledge of the principles, practices and trends of Student-Athlete Development.
- Thorough knowledge of the principles and practices of student success strategies, career development services and assessment programming.
- Budget and purchasing practices, policies and procedures.
- Knowledge of computer office systems and ability to use a broad range of technology, systems, and software packages (Microsoft Office Suite, Google apps, social media).

**Skill/Ability to:**

- Possession of good interpersonal skills, professional tact, and the ability to interpret complex concepts and effectively communicate them to educate others
- Ability to:
- Communicate clearly and concisely, both orally and in writing, with ability to develop and facilitate presentations.
  - Apply good judgement, discretion, and initiative in performing duties
  - Interpret and apply complex rules and policies to carry through independently on assigned procedures and projects
  - Develop and maintain positive and professional relationships with coaches, staff, administration, boosters and general public.
  - Work effectively with individuals from diverse ethnic, cultural and socio-economic backgrounds
  - Maintain confidentiality with sensitive information and situations
  - Work in fast paced environment while under pressure of making deadlines
  - Work extended 8-hour workdays and weekends
- Ability and willingness to support the equity and diversity commitments of the department
- Strong organizational and project management skills.
- Research and analyze data and trends to develop creative, effective and practical solutions and recommendations.
- Use initiative and resourcefulness in planning and implementing program improvements.



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- Collaborate with other campus coordinators, staff and faculty regarding student advising, support services, academic and professional development resources, recruitment events and outreach activities, and to develop policies and services.
- A history of regular attendance and positive performance evaluations.

**Education and Experience:**

- Bachelor’s degree from an accredited 4-year institution.
- One year experience working with student-athlete development initiatives.

**Preferred Skills**

- Master’s Degree
- Knowledge of NCAA rules, regulations, and procedures
- Experience working in a college or university environment, preferably in athletics or student affairs
- Facilitator or Certification in DiSC and/or similar assessment tools
- Familiarity with Podium X and/or other platforms

**SPECIAL CONDITIONS OF EMPLOYMENT AND POSITION DESIGNATIONS:**

- 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
- This position will have a duty to report to the Campus Title IX Officer information pertaining to victims of sex discrimination, sexual harassment, sexual misconduct, dating/domestic violence, and stalking as required by [CSU Executive Order 1095](#).
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and CSU systemwide policy, this position has been designated as a Campus Security Authority (CSA). CSAs are required to complete Clery Act training and to immediately report Clery incidents to the institution."
- This position is a "designated position" in the California State University's Conflict of Interest Code. The incumbent of this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

**SIGNATURES**

My signature denotes that I have reviewed the duties, responsibilities, and functions outlined on the position description form and that it is an accurate statement of the duties and responsibilities assigned to this position. The position description is intended to describe the general content and essential requirements for the position and is not an exhaustive statement of duties. Management has the exclusive right to alter this position description.

Print Name	Signature	Date
Employee:		
Supervisor:		
Appropriate Administrator:		



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Employee Name: \_\_\_\_\_ Position: Director of Student-Athlete Development  
 Department: Athletic Corporation Date Prepared: August 2024

**WORKING ENVIRONMENT**

Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.

**PHYSICAL EFFORT**

	Number of hours/day						Number of hours/day				
	N/A	1-2	3-4	5-6	7+		N/A	1-2	3-4	5-6	7+
1. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12. Lifting or carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. 10 lbs. or less	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. 11 to 25 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Bending Over	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. 26 to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. 51 to 75 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. 76 to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Reaching overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Crouching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Repetitive use of hands/arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Repetitive use of legs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Eye/hand coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Pushing or pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
						16. Driving cars, trucks, forklifts and other equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
						17. Being around scientific equipment and machinery	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
						18. Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

**MENTAL EFFORT**

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Directing Others	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Using math/calculations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Working at various tempos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Concentrating amid distractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Remembering names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Remembering details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Working rapidly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Examining/observing details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. Discriminating colors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ENVIRONMENTAL FACTORS**

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Inside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Outside	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Humid	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. High places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Hot	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Dry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Wet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Change of temp	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Dirty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Dusty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Noisy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Working With others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Working around others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Working alone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>