

Job Title

Athletic Facilities Maintenance Coordinator

Job ID

27771

College/Division

Sun Devil Athletics - Operations and Facilities

Posted Rate of Pay

\$33,559 - \$34,500 per year; DOE

Duties and Responsibilities

Under the general direction of the Athletic Facilities Maintenance Manager, coordinates the maintenance and preparation of the assigned athletic facility fields/courts for practices and competitions, as well as, staging of equipment and supervision staff members and vendors for professional, collegiate, high school and community events. May be required to assist with preparation of Frank Kush Field at Sun Devil Stadium and other facility fields to include but not be limited to painting, moving, and maintenance of field equipment. Ensures that goals and objectives are met with strict adherence to NCAA and Pac-12 rules and regulations, as well as policies and procedures of Sun Devil Athletics, the University, and the Arizona Board of Regents.

DAYS AND SCHEDULE: Hours will vary to include evenings, weekends and holidays.

Minimum Qualifications

Bachelor's degree and one year directly related work experience which includes supervisory experience; OR, Any equivalent combination of experience, and/or education from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications

Evidence of effective verbal and written communication skills. Demonstrated knowledge of with NCAA and Pac-12 rules and regulations. Experience in: athletic field and athletic facility maintenance in a higher education athletic environment; budgeting projections and reconciliation; using and maintaining various types of grounds/maintenance/sporting equipment; hiring and training staff members.

Department Statement/Gen Info

The mission of Sun Devil Athletics (SDA) is to provide opportunities for student-athletes to achieve at the highest levels of both academic and athletic excellence, thereby providing them with opportunities for personal growth, offering a unifying force to the campus community, and creating a source of pride among and support from the external constituencies of the university.

SDA is fully committed to the principles of student-athlete welfare, institutional control, gender and ethnic diversity, and sportsmanship. This commitment includes creating an environment where student-athletes contribute to a winning tradition while enhancing the campus and local community and competing in a program having integrity and high ethical standards. SDA is committed to a leadership role within the university, community, the Pacific-12 Conference, and the nation.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications.

Standard Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 70,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

Arizona State University is an Equal Opportunity/Affirmative Action employer.

****IMPORTANT****

Applications are only accepted on our website at <http://www.asu.edu/asujobs>.

Close Date

January 17, 2012

Instructions to Apply

Application deadline is 11:59pm Arizona time on the day indicated.

Complete the required information by attaching a single document, which includes: a cover letter, resume, and the names and phone numbers of three professional references. Please include all employment in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position. Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

REQUESTED MATERIAL MUST BE IN ONE ATTACHMENT.

Only electronic applications are accepted for this position. If you need assistance applying for this job, please contact our customer service center at 480-965-2701.

ASU does not pay candidates for travel expenses associated with interviewing, unless otherwise indicated by the department at the time of call for interview.