

Director, Sports Operations - Intercollegiate Athletics
(5173U) 69745
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=236963>

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Posted Jun. 3, 2024, set to expire Jun. 30, 2024

Job Title	Director, Sports Operations - Intercollegiate Athletics (5173U) 69745
Department	Intercollegiate Athletics
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Athletics and Recreation Services
Apply Online Here	https://apptrkr.com/5300508

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Job Description

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Director, Sports Operations-Intercollegiate Athletics (5173U) 69745

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The Department of Intercollegiate Athletics consists of more than 275 staff members and coaches and sponsors 30 varsity sports programs. These 30 programs include more than 850 student-athletes who participate in the various sports programs annually within the National Collegiate Athletics Association (NCAA). We are currently seeking a Director, Sports Operations who will assist various sports teams with their operational needs.

Application Review Date

The First Review Date for this job is: June 14, 2024

Responsibilities

1. Travel Coordination

- Liaise between sport coaches and Travel Coordinator to manage arrangements for team travel,

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including but not limited to hotel arrangements, ground transfer, practice facility approval, game credentials, itineraries, practice times, meals, etc. This includes travel for coaches, teams, recruits and officials.

- Develops itineraries and rooming lists and reconciles team expenses after travelling.

2. Team Administration

- Liaise between assigned sport coaches and various departmental and campus units i.e. Event Management, Facilities, Scheduling, Business Office, HR, Travel, Risk Management, Media Relations, Compliance, Marketing, Ticket Office, Development, Conference Services, Parking & Transportation.
- Troubleshoot day-to-day operation issues that coaches may encounter.
- Serve as an extension of the sports assigned, helping the coaching staff and student athletes in all area outside of on-field performance

3. Travel Accounting and Purchasing

- Make necessary, program-specific purchases using online tools or contacting vendors directly.
- Reconcile recruiting expenses after on and off-campus recruiting and travel activities.

4. Event and Scheduling Administration

- Liaise between home event staff and coaching staff on game-day logistics to ensure coaching staff and student athletes are aware of expectations and the overall flow of an event.
- Collaborate with coaches to collect and finalize competition and practice schedules and work with scheduling office to ensure that the appropriate facilities are reserved.
- Negotiate, secure, and implement arrangements for special events including but not limited to, caterers, site inspections, travel, hotel arrangements, etc.
- Collect payments from all banquet and event guests as required.

5. Budget Monitoring:

- Review team budgets prior to submission.
- Monitor spending against budget on a quarterly basis.
- Work with coaches on specific budget areas as needed throughout the fiscal year.

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6. Department-Wide Projects/Initiatives

- Ensures timely submission of required Compliance forms.
- Assists with the New Coaches Orientations.
- Troubleshoot issues with the web-based recruiting and communications software, JumpForward.

Required Qualifications

- Knowledge of a variety of administrative operations activities such as events planning, basic cash handling, risk management planning, website design, accounting, and payroll.
- Excellent organizational skills
- Excellent computer skills
- Exceptional communication skills, both written and verbal
- The ability to manage multiple tasks, remain organized, deal with a heavy workload and prioritize work
- Thorough knowledge of the management and coordination of youth programs
- A Bachelor's degree or equivalent work experience/training
- Ability to work some evenings and weekends
- Knowledge of all NCAA rules and regulations.

Preferred Qualifications

- Minimum of 3 years of experience in athletic operations

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and

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organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary range that the University reasonably expects to pay for this position is \$60,000 - \$65,000

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

How to Apply

To apply, please submit your resume and cover letter.

Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified



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applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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