

Events Coordinator - Intercollegiate Athletics (5171U)
69691
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=236964>

Downloaded On: Jun. 28, 2024 12:35pm

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

Job Title	Events Coordinator - Intercollegiate Athletics (5171U) 69691
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Coordinator
Academic Field(s)	Communications/Public Relations Athletics and Recreation Services
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Job Description

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Events Coordinator - Intercollegiate Athletics (5171U) 69691

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.



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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 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 two Coordinators.

Application Review Date

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

Responsibilities

The Event Management unit provides game day support for all 30 Varsity programs and provide operations support for all Olympic Sports. This position will assist Event Managers with the planning,

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preparation and execution of team and game operations, as assigned. The sports supported include: Baseball, M/W Basketball, Beach Volleyball, M/W Crew, Field Hockey, Football, M/W Golf, M/W Gymnastics, W Lacrosse, Rugby, M/W Soccer, Softball, M/W Swimming & Diving, M/W Tennis, M/W Track & Field, Volleyball, M/W Water Polo. The Event Management unit also supports facility rentals and other intercollegiate athletics events as needed.

This position will provide individuals with significant learning experience through a wide range of aspects of events management and sports operations in intercollegiate sports.

- Provide day-to day support in the Event Management Offices. Support includes assist Sports Operations staff with operational support for assigned teams - Purchase Requests, Travel Reimbursements, Travel Logistics and Planning, Budget Monitoring, Athletic Communications liaison, Weekly Meeting with Coaches, Competition, Practice and Camp Scheduling collection.
- Assist Events Operations staff with running event game day operations. Attends events, directs student staff and part-time employees while on site. Coordinates with visiting team, home team, officials, and other Department sport units supporting event like Athletics Communications, Marketing, Ticket Sales, etc.
- Support the set-up and breakdown of athletic events.
- Lead Event Management student staff, event support staff and third-party vendors on game day to execute various tasks and responsibilities.
- Interact with coaches, visiting teams, officials, department staff, security personnel and officers, vendors, and guests while providing excellent customer service experience.
- Other duties as assigned, including professional development.

Required Qualifications

- Bachelor's Degree and/or equivalent years experience/training.
- Excellent organizational and communication skills.
- Ability to multi-task and think critically.
- Problem-solving skills; multi-task, work with frequent interruptions, and effective listener.
- Customer service experience.
- Ability to adapt to a flexible, fast-paced and dynamic work environment.
- Proficiency in Microsoft Word, Excel, PowerPoint, and Google Apps.
- Valid US Driver's License.

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Preferred Qualifications

- Experience with scoreboard controllers and game clocks.
- Proficiency with Adobe Illustrator and/or other layout programs.

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 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 hourly range that the University reasonably expects to pay for this position is \$18.67 - \$22.00

- This position is non-exempt and paid bi-weekly.
- This is a 100% full-time (40 hours per week), 1 year contract position that is eligible for full UC benefits.

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**



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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 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](#).



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To apply, visit

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

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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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