

**Facilities Manager - Intercollegiate Athletic (4483C) 69894**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=237193>

Downloaded On: Jun. 26, 2024 11:38am

Posted Jun. 7, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	Facilities Manager - Intercollegiate Athletic (4483C) 69894
<b>Department</b>	Intercollegiate Athletic
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jun. 7, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation Athletics and Recreation Services
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**Job Description**

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**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](http://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 Facility Manager.

### **Application Review Date**

The First Review Date for this job is: June 18, 2024

### **Responsibilities**

The Facility Manager position is responsible for the set up and break down Athletic facilities to support competitions and practices on a daily basis, year-round scheduling management, logistical meetings,

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priority setting, conflict resolution, report creation and communication. Meet with various internal and external stakeholders on day of game facility scheduling, coordinating with contractors on specific activities, and ensuring all facility users abide by existing use policies and are stewards of the spaces. Work with campus groups to review and schedule facility use around existing athletics activities.

Additionally, this position will provide logistical and resource support for approved internal events (non-sporting events) in Athletic facilities. Work includes meeting with user groups, determining scope of work, finding locations, setting up equipment, hiring or resourcing staff and coordinating with other support units on event components. Year-round facility maintenance quality control which includes defining the scope of work a project requires, discussion of long-term improvements and short-term fixes and working with facilities staff members to complete identified issues.

- Oversee the daily transition of Athletics facilities from one activity to the next. Most notably, transitions will occur between Volleyball and Basketball practices.
- Lead the effort on home event days in the setup and trouble shooting of production equipment, including scoring tables, monitors, replay systems.
- Provide support for all internal Athletics events, including, but not limited to All-Staff meetings, small donor functions, recruiting events. Determine scope of the event, resources and equipment needed to support and enlist others as needed to run the event.
- Oversee one full-time resource and the entire scheduling effort for all activities and events across 16 Athletics facilities. Work with internal and external stakeholders to review requests, prioritize, manage conflict.
- Collect and coordinate schedules for all IA department facilities for IA events including games, competitions, practices, special events, and related programs. Create and manage systems for requests, submissions, entry and posting.
- Works a variety of internal stakeholders to schedule, organize and facilitate the running of youth camps. Work includes facilitating facility use permits, ensuring accurate and timely information gets from third-party providers to the Department.
- As requested, perform quality control checks across various facilities identifying areas of improvements, new projects and issues that will be addressed by facility staff.

### Required Qualifications

- Thorough knowledge and understanding of concepts, principles, and practices of event and facility planning, including event design and facility maintenance.
- Experience in managing a workforce, creating schedules, managing hours and Overtime, assigning tasks, and mobilizing a workforce.

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- Experience in tracking to a specific budget for operational and salary expenses.
- Skill in effectively meeting budget and time constraints.
- Solid verbal and written communication skills in the English language, including active listening, flexibility, critical thinking, and the ability to multi-task and ensure effective time management.
- Thorough and effective skills to multi-task and prioritize daily activities effectively. Works well in a fast-paced environment with frequent changes to activities, schedules and resource needs.
- Solid decision making and reasoning skills, and ability to develop original ideas to solve problems and conduct operations analysis and quality control analysis.
- Solid and effective interpersonal and work leadership skills to provide guidance to other personnel.
- Demonstrated organizational and project management skills to work successfully with clients and internal staff members to produce high quality events and well managed facilities that meet client needs.
- Highly developed judgment, decision-making and problem recognition/avoidance/resolution skills, including skill in determining those issues/problems that need to be brought to management's attention.
- Previous event and facility management experience in college athletics.

### Preferred Qualifications

- Maintain current knowledge of applicable rules and standards of the ACC Conference, the National Collegiate Athletic Association (NCAA), as well as other associations and agencies to which the Berkeley campus of the University of California adheres, and, at all times avoid any and all violations of these rules and standards.
- Experience working at a large university (particularly in Division 1) with a large quantity of sports and highly-rated, world-class facilities.

### 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,

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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 salary range that the University reasonably expects to pay for this position is \$90,000 - \$110,000

- 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.

### 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](#).

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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](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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