

Program Assistant (4722C), Physical Education, 70896
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242581>

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Posted Aug. 1, 2024, set to expire Nov. 28, 2024

Job Title	Program Assistant (4722C), Physical Education, 70896
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 1, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Educational 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.

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 Physical Education Program (PhysEd) is located within the historic Hearst Gymnasium and offers both lecture-laboratory courses and a wide range of physical activity courses for academic credit to the general student population. As part of the greater College of Letters & Science, Physical Education reports directly to the Dean of Biological Sciences. Lecture-laboratory courses are listed as breadth requirements in L&S and are also cross-listed through Integrative Biology.

The Physical Education Program provides a unique opportunity for Berkeley students to incorporate exercise and wellness into their weekly schedules under the guidance of expert Berkeley faculty. Offerings fall under the headings of Aquatics, Dance, Fitness, Martial Arts, Team and Individual sports, and Wellness. Sequential instruction in small-class and personalized atmospheres is the hallmark of this program, making our courses extremely popular and rewarding. Courses range from levels 1-5 so that learning is tailored to meet specific student needs. Students can expect to learn new skills, improve their technique, gain knowledge about themselves both physically and mentally, collaborate with one another, and reduce stress. In general, students will receive all the benefits of regular

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exercise that are essential to being a fit, focused, and successful student.

Application Review Date

The First Review Date for this job is: 7/29/2024

Responsibilities

The Program Assistant provides all facility and use support to the Program working closely with the department Facility Manager. Works independently and as part of a small professional team to execute all operations and functions of the Program, including all auxiliary activities such as rentals. The Program Assistant will lead student employees, including assisting in hiring, training, and auditing on work procedures. Provides administrative and facility assistance support to academic and non-academic programs within Hearst Gymnasium. Supervised by the Physical Education Program Facility Manager, the position supports the Military Affairs, Recreational Sports, ASUC, other Auxiliary, non-campus rentals, and other seasonal programs within Hearst Gymnasium. Job Duties include but are not limited to: leading student staff, providing facilities and program assistance, providing administrative support to the Physical Education Program and to the new Health and Wellness Minor, and supporting health, safety, and security programs/measures within Hearst Gym. Works closely with the administrative staff of each program within Hearst Gym, regarding policies and operations that will affect each respective program to maintain user satisfaction and ensure proper usage of Hearst Gymnasium.

Key Responsibilities -

40%:

- Serves as liaison with Campus Shared Services on all hiring and payroll matters. Create, submit and follow-up on service requests. Resolve payroll problems for students who have not been paid.
- Audit employee time punches using custom software. Audit facility rentals using custom software. Track and maintain HSC office supplies and equipment and order new supplies as needed. Conduct semester inventories and locker clearance. Create invoices through for locker fines, lost uniforms, locks, and swim I.D. tags.
- I.D. tags. Respond to all appeals and process all credits. Compile user statistics (e.g., P.E. classes, recreational users, female, male, students, staff) on a semester basis. Daily inspect industrial wash and dryer. Contact vendor in the event of emergency/malfunction. Respond to patron complaints and resolve conflicts. Open and close unit as needed.
- Events Coordinator: Manage all aspects of facility rentals and special events. Work with facility

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manager to host and execute rentals to high profile persons. Prepare facility for events including setting up tables, chairs, room preparation/cleaning, windows/mirrors, AV, pool deck, outdoor field and patios, lounge, etc.

25%:

- Administrative Support to Physical Education Program: General Facilities: Inspect locker rooms, shower areas, patios, gyms and dance studios on a regular basis for needed repairs, hazards, and to insure proper usage by outside groups. Report problems to appropriate campus personnel: Recommend improvements or precautions. Assist Department Safety Officer with performing office safety checks. Conduct equipment inventory and produce annual reports. Maintain accurate billing information for lost equipment.
- Work closely with PE faculty to ensure that all physical facilities and equipment are functional and in order.
- Assist with building renovation projects. Direct and instruct Campus maintenance personnel, Campus Movers, and/or hired contractors on departmental needs and specifications. Attend construction project meetings and represent departmental interests as needed.
- Coordinate large equipment moves by arranging and directing Campus Movers. Physically move small equipment (10-125lbs) between facilities as needed.

15%:

- General Administrative Duties: manage front counter traffic. Answer phones. Assist faculty with the use of office equipment (copier, fax machine, AV equipment, etc.). Report and log building repair requests to PP-CS and interface with tradespersons as necessary. Coordinate shipping and receiving, preparing and delivering equipment for class use. Prepare purchase orders and assist in keeping accurate purchase order records.

10%:

- Manage Hearst Service Center and lead student staff: Training and Scheduling: Assists with interviews, hiring, and training new student employees (approximately 10 to 12 FTE, between 30 to 40 students and 5-10 non-student limited employees who work up to 40% each). Manage in-service trainings.
- Maintain student staff work schedules for regularly scheduled hours as well as when special requests are made to have the Hearst Service Center open additional hours. Manage specialized

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positions such as lead student staff, events assistants, and production/equipment room line staff. Work uncovered shifts as needed.

10%:

- Health, Safety, and Security: Respond to various building alarms. Monitor security surveillance screens and respond to emergencies. Patrol locker rooms. Inform supervisor of hazards, maintenance problems, accidents, and injuries. Provide assistance to building personnel in the event of an accident or illness. Attend Emergency Response trainings held by Rec Sports department and other workshops relative to employee development and job enhancement.
- Key Control: Assist in maintaining and issuing keys to pool areas, activity rooms, locker rooms, padlocks, etc.
- Serve as Alternate Building Coordinator and Department Safety Officer

Required Qualifications

- Able to exercise independent judgment, initiative, strong organization, communication skills and customer service focus across broad and diverse subject areas independently.
- Requires good verbal and written communication skills, active listening, critical thinking, multi-task, and time management skills.
- Requires interpersonal and work leadership skills to provide guidance to other nonexempt personnel.
- Ability to hire, train, and manage student staff. Provide performance feedback and recommend dismissals as necessary.
- Ability to work with supervisor to improve processes and create best practices; exercising discretion to solve non-standard problems; may consult with supervisor when problems involve new interpretation of policy.

Education:

- High school diploma and/or equivalent experience/training.

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Licenses & Certifications:

- Valid California Driver's License

Preferred Qualifications

- Requires understanding and ability to provide interpretation of facility rules, regulations, and guidelines in scheduling and usage, with ability to use sound judgment to solve problems.
- Proficiency with Microsoft Office Suite including Word and Excel, BCal, the Internet, and ability to learn.
- UCB online systems.
- Set up and maintain shared directories in Dropbox and Drive. Set up and maintain email lists in google groups.
- Associates Degree or 60 units of college credits completed.
- 2 years relevant work experience in facility scheduling and management
- Preferred experience working in a recreational/gym environment.
- First Aid/CPR Certification.

Salary & Benefits

This is a 75% full-time (30 hrs a week) non-exempt career position, which is paid hourly and eligible for full UC 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 salary or hourly range that the University reasonably expects to pay for this position is



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\$28.44 - \$40.73.

How to Apply

To apply, please submit your resume and cover letter.

Driving Required

A valid driver's license and DMV check for driving record is required.

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

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.



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For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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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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