

Associate Director Competitive Sports (0329U)  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243038>

Downloaded On: Oct. 11, 2024 8:29am

Posted Aug. 13, 2024, set to expire Dec. 10, 2024

<b>Job Title</b>	Associate Director Competitive Sports (0329U)
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 13, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Athletics and Recreation Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5513264">https://apptrkr.com/5513264</a>

**Apply By Email**

**Job Description**

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**Associate Director Competitive Sports (0329U) Recreation & Wellbeing, 71713**

### 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 transformative opportunity it provides to a large and diverse student body; its public mission and

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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 Recreation & Wellbeing provides competitive and recreational opportunities for students, faculty, staff and campus affiliated community members. In addition to the 30 sports clubs, the department offers a wide range of recreational activities and state of the art equipment.

### **Application Review Date**

The First Review Date for this job is: 8/23/2024

### **Responsibilities**

The Associate Director of Competitive Sports is responsible for overseeing the direction of activities and program administration, management, and supervision within the Competitive Sports portfolio, including Intramural Sports, Sport Clubs, Athletic Training, Esports, and Martial Arts. Develops new program offerings to meet student experience demands. Manages software to run programs such as Fusion, IM Leagues, Smartsheet, Discord and any future relevant technologies. Expands current program offerings and identifies ways to continue supporting growth, which may include increased

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revenue sources. Manages all recreation program staff.

\*Key Responsibilities

30% - Creates, develops, manages and evaluates Competitive Sport Programs through subordinate supervisors for the following areas: Intramural Sports, Sport Clubs, Athletic training, Esports, and Martial Arts. Creates and implements program policies and procedures. Provides backup support for all 4 programs in unit.

15% - Manages and evaluates performance of recreation staff. Oversee program supervisors who are responsible for recruiting and hiring, performance assessments, career/professional development, and adherence to job standards.

10% - Coordinates with RecWell units including RecOps, Scheduling & Special Events, Marketing, and Facilities to plan and implement programs. Develops and implements public relation and promotional programs.

10% - Develops and manages program and operational budgets for Competitive Sport programs including IMs, Sport Clubs, Athletic Training, Esports and Martial Arts. Oversees all area purchasing, payment, and payroll functions. Works with system-wide partners to secure best pricing and service agreements within the UC system. Oversees collection of fees and other program revenue. Researches and requests grants to support new fitness program initiatives.

15% - Maintains highest level of technology administrator access. including researching new technology, handling purchasing and working with Bus Ops to vet options, setting up new technology, teaching and integrating new tool with staff, providing change management to improve tool upon use, and more.

5% - Develops and prepares budgets and financial reports for funding which may be complex. Performs recharge administration. Performs studies for resource plans, including approaches, trends, sources and uses. Gathers, analyzes, prepares and summarizes financial and HR reports.

10% - Provides risk management oversight for Competitive Sport operations and creates/implements procedures to ensure the safety of participants and employees. Ensures safety guidelines are adhered to. Works with other campus departments and UCOP to establish system-wide guidelines and implement changes within the campus environment. Supervises Lead Athletic Trainer and holds them and their direct reports to certification standards to maintain participant safety for high-impact sports.

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5% - Other duties as assigned.

### Required Qualifications

- Knowledge of program activity and industry best practices.
- Demonstrated leadership and interpersonal skills and the ability to work effectively across the organization, internally and externally.
- Skills to deliver highly effective service orientation, program management, and make sound judgments decisions; able to use critical thinking skills to develop original and creative problem solving ideas in a varied and challenging environment.
- Demonstrated fiscal management abilities.
- Client service minded entrepreneurial spirit and creative thinking skills.
- Highly effective verbal and written communication skills.
- Knowledge of campus policies and procedures.

### EDUCATION

- Bachelor's degree in related area and/or equivalent experience/training.

### LICENSES AND CERTIFICATIONS

- Red Cross CPR required.
- Standard First Aid Training Certification required.

### Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly 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,



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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 or hourly range that the University reasonably expects to pay for this position is \$ **92,000.00 - \$96,000.00**

### **How to Apply**

To apply, please submit your resume and cover letter.

### **Diversity Statement**

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

### **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.

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](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S)

### 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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