

Men's Basketball, Director of Operations (5171U)
Intercollegiate Athletics 77863
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256300>

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Posted Apr. 28, 2025, set to expire Jul. 1, 2025

Job Title	Men's Basketball, Director of Operations (5171U) Intercollegiate Athletics 77863
Department	Intercollegiate Athletics
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Director/Manager
Academic Field(s)	Athletics and Recreation Services
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

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).

This position will aid and facilitate the operation of the basketball program and the development of the student-athletes. Additionally, this position will serve as a mentor to the development of the student-athletes in all areas outside of basketball with a focus on the holistic approach, and act as a liaison to other University and Department units helping in the area of student-athlete development.

Application Review Date

The First Review Date for this job is: May 9, 2025

Responsibilities

- Independently plans, organizes, administers and implements mid-size, complex athletics program(s) such as Marketing, Ticketing, Equipment, Video and Sports Management.
- Serve as a "go-to" and liaison between the coaches and campus/departments staff as it relates to the holistic development of the student-athletes, particularly working with the Compliance and Student-Athlete Development offices.
- Coordinates with respective departments to assist student-athletes with scheduling classes,

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financial aid, summer bridge/Golden Bear Orientation programs, coordinating community service program aspects for the team, etc. Also is responsible for organizing and coordinating housing for student-athletes.

- Oversee the team managers for the program.
- Oversees maintenance of files, database and reporting for area of responsibility. Will maintain accurate files and records of all scouting reports of the team as well as opponents.
- Works with the coaching staff during the off-season and regular season to plan, create, and implement practice and game plans for the Men's Basketball team, including scouting opponents based on game footage.
- Develops analytic reports and shares them with coaching staff based on review of team and opponent film.
- Aid in the overall academic mission of the University and Department through the coordination of the academics for the student-athletes. Includes coordination with Athletic Study Center, maintaining up to date progress reports, class checks, and study hall monitoring. On road trips, will work with hotel to coordinate a location for study hall with ASC advisor.
- Other duties as assigned by Head Coach, including professional development.

Required Qualifications

- Thorough knowledge of program activity and best practices.
- Problem-solving skills; multi-task, work with frequent interruptions, and effective listener.
- Highly effective verbal and written communication skills in the English language.
- Proficiency in the use of basic computer applications relevant to job duties.
- Proven ability to manage the day-to-day administrative and operational needs of a large, competitive athletics program.
- Skilled in coordinating travel, team scheduling, and game-day logistics.
- Familiarity with managing and maintaining internal databases and organizational systems (e.g., player stats, scouting materials, academic records).
- Excellent interpersonal skills and the ability to collaborate with coaches, student-athletes, university staff, and external partners.
- Strong written and verbal communication to clearly convey information across departments and within a fast-paced, high-stakes environment.
- Bachelor's degree in Sports Management, Education, Psychology, or a related field, or an equivalent combination of education and experience.
- Minimum 3-5 years of experience in college athletics administration or a related area, ideally with direct involvement in basketball operations or player development.

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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 salary or hourly range that the University reasonably expects to pay for this position is \$90,000 - \$120,000

- This is a 100% full-time (40 hours per week), One-year contract 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.

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.

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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.

Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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/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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