

Assistant Athletics Director, Events (6295U),
Intercollegiate Athletics - 78911
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259339>

Downloaded On: Jul. 16, 2025 8:18am

Posted Jul. 15, 2025, set to expire Nov. 1, 2025

Job Title	Assistant Athletics Director, Events (6295U), Intercollegiate Athletics - 78911
Department	Intercollegiate Athletics
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Athletics and Recreation Services
Apply Online Here	https://apptrkr.com/6359843

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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 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.

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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 University of California, Berkeley, is the preeminent public university in the country. We're also one of the leading employers in the San Francisco Bay Area. 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 Senior Director, Events who will work within the department's Events Management unit.

Position Summary

The Events Management unit plays a key role in planning and hosting all IA events, including home competitions, special events, and other events as indicated (such as outside rentals, pre or post season tournaments, etc.). Works closely with Sports Supervisors, Coaches, and critical support units in the planning and implementing of all events hosted on Campus. This position works with other departments on campus as well as outside vendors in order to meet all safety requirements, comply with NCAA policy, and ensure that everything runs smoothly on game days. Our events take place in various venues (pools, fields, courts, gyms) and the events vary in complexity based on the location, the crowd size, and the particular team. Provides direction to employees and contractors according to established policies and management guidance. Works on issues where analysis of situation or data requires review of relevant factors. Exercises judgment within defined procedures and policies to determine appropriate action. In charge of emergency action plans for each venue while in event mode and responsible for implementing measure to ensure the safety of the public and participants.

Application Review Date

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The First Review Date for this job is: 07/11/2025.

Responsibilities

- Plans for all intercollegiate competitions and some outside facility rentals.
- Planning includes working with staff on contracting, running operational meetings, coordinating all Athletics, Campus and community units involved (Facilities, Tickets, Marketing, Fan Experience, UCPD, City of Berkeley) and ensuring each event is run successfully.
- Coordinates all aspects of game day event management (security, medical, ticketing, parking, concessions, marketing, facility set up and visiting team etc.).
- Ensures that events are implemented successfully and safely.
- Deals with game day issues as they arise.
- Manages staff dedicated to specific events and ensures they have the proper tools to be successful.
- Manages staff that is responsible for running live events, provides direction and support for all required work tasks. Works in the hiring, training and management of student staff for events
- Other as assigned, including professional development.

Required Qualifications

- Knowledge of management principles, concepts and best practices and skill to select, lead, direct, mentor, and guide staff, taking corrective action as necessary.
- Solid working knowledge of the concepts, principles and best practices of public relations and event planning, production and implementation.
- Knowledge of and/or can quickly learn the campus, its vision, mission, goals, objectives, policies and infrastructure.
- Solid skills to produce high quality events within budget and time constraints, including events that promote the vision, mission, goals and objectives of the campus.
- Solid project management skills.
- Solid interpersonal communications skills to build and foster a collaborative and cooperative work environment and build and maintain good working relations at all organizational levels and with outside constituencies.
- Solid political acumen and skill in judgment, decision-making and problem recognition, avoidance and resolution.
- Leadership/management skills, including skills to lead, direct, mentor, evaluate and motivate staff.
- Bachelor's degree in related area and/or equivalent experience/training.

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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 annual salary or that the University reasonably expects to pay for this position is \$100,000.00 - \$145,400.00.

- This is an exempt monthly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Driving Required

- Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

Other Information

- This is not a visa opportunity.

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.

SB 791 and AB 810 Misconduct Disclosure Requirement: 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 Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

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 E-mail**

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address in the **Specific Referral Source** field. Please enter only one name and email.

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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