

Assistant Director of Operations, Men's Basketball  
(5173U), Intercollegiate Athletics - 79637  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259777>

Downloaded On: Jul. 17, 2025 11:40am

Posted Jul. 16, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Assistant Director of Operations, Men's Basketball (5173U), Intercollegiate Athletics - 79637
<b>Department</b>	Intercollegiate Athletics
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 16, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director Professional Staff
<b>Academic Field(s)</b>	Athletics and Recreation Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6383351">https://apptrkr.com/6383351</a>
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**Job Description**

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**Assistant Director of Operations, Men's Basketball (5173U), Intercollegiate Athletics - 79637**

**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). We are currently seeking a Director of Business Operations who will work with the department's Men's Basketball team.

## Position Summary

The Assistant Director of Operations for Men's Basketball will provide administrative support for all Men's Basketball program activities. The incumbent will assist the Director of Operations with planning, scheduling, recruiting, student managers, budgeting, and coordinating travel among other responsibilities. This position will assist the Director of Operations for Men's Basketball and the coaching staff with other projects as assigned. This is a contract position.

## Application Review Date

The First Review Date for this job is: 07/27/2025.

## Responsibilities

- Independently applies intercollegiate athletics concepts, policies, and procedures to manage and oversee the daily operations of the Men's Basketball program.

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- Serves as a key point of contact and liaison between the coaching staff and external vendors, campus departments, athletic department staff, and, when necessary, donors and alumni.
- Responsible for general office management, including coordinating all incoming calls and mail, ordering office supplies, scheduling staff meetings (including academic-related meetings), and assisting with practice scheduling and gym reservations.
- Manages business needs for the team: Submits, tracks and follows up on purchase requests.
- Manages travel expense reports for coaches and follows up with Accounts Payable on status of reimbursements.
- Responsible for day to day oversight of the operations budget.
- Reviews monthly expenditure reports and works with the Director of Operations and budget analyst to identify and resolve areas of concern.
- Assists in conducting preliminary planning sessions with coaching staff.
- Assists in meeting with travel coordinator to arrange travel for the season, which includes flight, hotel, ground transportation, meals, and prepares travel itineraries.
- Coordinates coach travel for all recruiting trips and works with Travel staff to ensure all arrangements are booked.
- Also assists in coordinating all travel arrangements for official visits for recruiting trips.
- Oversees planning/schedules banquets and other events for the Men's Basketball team.
- Ensures logistics are arranged: book venues and caterers, send invitations, oversee event set-up and take down, ensure AV needs are taken care of, order awards/trophies/gifts as necessary.
- Resolve any logistical issues that arise.
- Manages compliance requirements for coaching staff, such as CARA logs, time management plans, team calendar, financial aid processing, and admissions requests.
- Organizes all team meals, including team breakfast and training table, with Sports Nutritionist and Business Office.
- Serves as liaison between coaching staff and equipment room to coordinate ordering of practice equipment and gear/clothing for team.
- Also works with Facilities and Events Management staff to ensure all practice and game equipment are properly stored and maintained.
- Independently applies intercollegiate athletics concepts, policies, and procedures to manage and oversee the daily operations of the Men's Basketball program.
- Serves as a key point of contact and liaison between the coaching staff and external vendors, campus departments, athletic department staff, and, when necessary, donors and alumni.
- Responsible for general office management, including coordinating all incoming calls and mail, ordering office supplies, scheduling staff meetings (including academic-related meetings), and assisting with practice scheduling and gym reservations.
- Other duties as assigned, including professional development.

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

## 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 range that the University reasonably expects to pay for this position is \$70,000.00 - \$85,000.00.

- 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.

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### 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.

### 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](#)

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### 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** 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](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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